|  |  |
| --- | --- |
| Job Title | VP of Mission, Central Services |
| Reports To | Executive Vice President of Mission |
| Supervises | Mission Services Coordinator |
| Department | Mission |

**Position Summary**

Works with the System Executive Vice President of Mission and leaders throughout system and specifically Central Services to maintain, strengthen and promote mission, values, and culture in the healing ministry of the Church.

**Essential Functions**

* Collaborates with the Executive Vice President of Mission in continuing to develop a mission-based culture throughout the entire organization.
* Develops curriculum and materials for various system-wide mission formation/training programs (e.g., Mission Leadership Development, Mission Foundations, Leaders in Ministry, Aspiring Leaders).
* Delivers presentations at orientations, staff development retreats, leadership programs, etc., using appropriate delivery methods for each setting and audience.
* Develops formation programs specifically designed for Central Services, including Central Office, Health Plans, IT Center, Distribution Center, Accounts Management, Inc., Home Services, Foundation, etc.
* Supervises Mission Services Coordinator.
* Serves as a resource for Central Services to ensure a consistent approach to the mission and values of health ministry.
* Leads the planning, organizing, and delivery of the Caring Professionals Conference and leads or assists with other events related to the Mission Department.
* Serves as a member of the Mission Services Committee, Home Mission Advisory Council, and various committees at the direction of the Executive Vice President of Mission.
* Collaborates with various departments (e.g., Leadership and Organizational Development, Marketing, Human Resources) to ensure mission integration throughout the organization.
* Participates, as appropriate, in the hiring process for leadership positions within Central Services to help evaluate candidates’ willingness and ability to promote mission and values.
* Leads Central Services’ use of the Catholic Identity Matrix (CIM) assessment process and helps guide the prioritization and implementation of CIM recommendations and action steps as part of the strategic plan.
* Builds and maintains a strong, mission-focused network of leaders who are champions of the mission.
* Formulates and coordinates communications from Mission Services Department as directed by the Executive Vice President of Mission
* Other duties as assigned.

**Qualifications**

* Bachelor’s Degree, preferably in theology or a health-related field is required; Master’s degree is strongly preferred.
* Minimum of five years of leadership experience; health care experience, including experience working with physicians is preferred
* Solid grounding in the Catholic theological tradition.
* Working knowledge of the Ethical and Religious Directives for Catholic Health Care.

**Responsibilities, Expectations & Standards:**

* Commitment to the daily application of mission, vision, core values and social principles to serve patients, their families and our community.
* Uphold standards of Communication, Attitude, Responsiveness and Engagement (CARE) with enthusiasm and sincerity.
* Maintain confidentiality.
* Work effectively in a team environment, coordinating work flow with other team members and ensuring a productive and efficient environment.
* Comply with safety principles, Federal and State laws, regulations and standards.
* May be involved on organization committees or boards.