

Chief Legal Counsel Job Description

Job Title – chief legal counsel	Reports to: Chief Operating Officer	
Job Code-	Overtime Status: <u>XX Exempt (not eligible)</u> <u>Non-Exempt(eligible)</u>	
Department – Legal	Prepared by:	Date:
Facility -	Approved by:	Date:
<p>Job Summary The incumbent will be responsible for all legal aspects of the hospital. The incumbent will carry-out her/his duties by adhering to the highest standards of ethical and moral conduct, acts in the best interest of XXX Hospital, and fully supports the mission, vision, and values of XXX Hospital. The incumbent will have knowledge of health care systems and hospital legal issues and have demonstrated ability to interact, relate to, work with, and support the activities of a diverse workforce.</p>		
<p>Supervises</p> <ul style="list-style-type: none"> Paralegal 		
<p>Primary Responsibilities</p> <ul style="list-style-type: none"> Provides legal support to all levels and groups within the hospital Interacts daily with hospital key management to provide legal advice on matters relating to hospital operations including, risk management issues, hospital-medical staff relationship issues(credentialing, bylaws, rules, and regulations, and peer review) Represents hospital in all legal actions Provides legal advice to Human Resource(HR) manager on labor and employment matters including the EEO, ADA, FMLA, and FLSA Approves all employee termination requests made by HR manager Ensures compliance with laws and guidelines of the hospital Minimizes hospital and organizational liability Completes and delivers yearly performance reviews of paralegal 		
<p>Other Responsibilities</p> <ul style="list-style-type: none"> Attends senior management meetings as needed Attends staff meetings as needed 		
<p>Education/Certifications/Licenses</p> <ul style="list-style-type: none"> Juris Doctorate degree from accredited institution with excellent academic credentials License, registration and certification as required by the state Eligible to practice law within the state 		
<p>Experience</p> <ul style="list-style-type: none"> Required - 5 years experience with first tier law backgrounds Preferred 10 years experience with first tier law backgrounds 		
<p>Special Skills/ Equipment</p> <ul style="list-style-type: none"> Proficient in Microsoft Office, Microsoft Project Bilingual in Arabic, ASL, Cantonese, Hindi, Japanese, Korean, Mandarin, Polish, Russian, Spanish, or Vietnamese preferred 		
<p>Contacts</p> <p>Internal patients, providers, staff, and volunteers</p> <p>External patients, providers, vendors, community agencies, and advocates and regulatory agencies</p>		
<p>Physical, Mental Demands/Working Environment <i>Note: Reasonable accommodations may be made for individuals with disabilities to perform essential functions of this position.</i></p>		

Chief Legal Counsel Job Description continued

General Activity	Number of Hours				
	None	1-2	2-4	4-6	6-8
Drive		X			
Sit				X	
Stand		X			
Walk		X			
Motion	Up to 1/3 of shift		1/3 or more of shift		
	Bend				
	Squat				
	Crawl				
	Climb				
	Reach	X			
	Lift	X			
	Carry	X			
	Push	X			
	Pull	X			
	Twist	X			
Turn	X				
Use of Hands and Feet	Gross Motor Function		Precise Motor Function		
	Right Hand	X			
	Left Hand	X			
	Right Foot	X			
Left Foot	X				
Weight Lifted/Force Exerted	Up to 1/3 of shift		1/3 or more of shift		
	Up to 10 pounds				
	Up to 25 pounds	X			
	Up to 50 Pounds				
	Up to 100 pounds				
More than 100 pounds					
Body Fluid Exposure	No <u>XX</u>		Yes		
Mental Demands	YES		YES		
	Attention Span	X	Memory	X	
	Concentration	X	Patience	X	
	Conceptualization	X	Problem Solving	X	
Influence People	X	Relate to Others	X		
Working Environment	YES		YES		
	Indoor	X	Loud Noise		
	Outdoor		Fumes		
	High Temperatures		Confined Areas	X	
Low Temperatures		Radiation Area			

List any other physical requirements: [type here]

Disclaimer

NAME OF HOSPITAL GOES HERE does not discriminate on the basis of race, color, religion, sex, sexual orientation, age, national origin, marital status, citizenship, physical or mental disability, or veteran status.

The above job description is intended to describe the general nature and level of work being performed by people assigned to this job. The list is not intended to be an all-exhaustive list of responsibilities and duties required and may include other duties as assigned.

I have read the above position and understand the provisions and intent thereof. I agree that I shall perform said duties to the fullest intent to the mutual interest of the hospital and myself.

Employee-Print Name and Date

Employee Signature

Supervisor-Print Name and Date

Supervisor Signature