

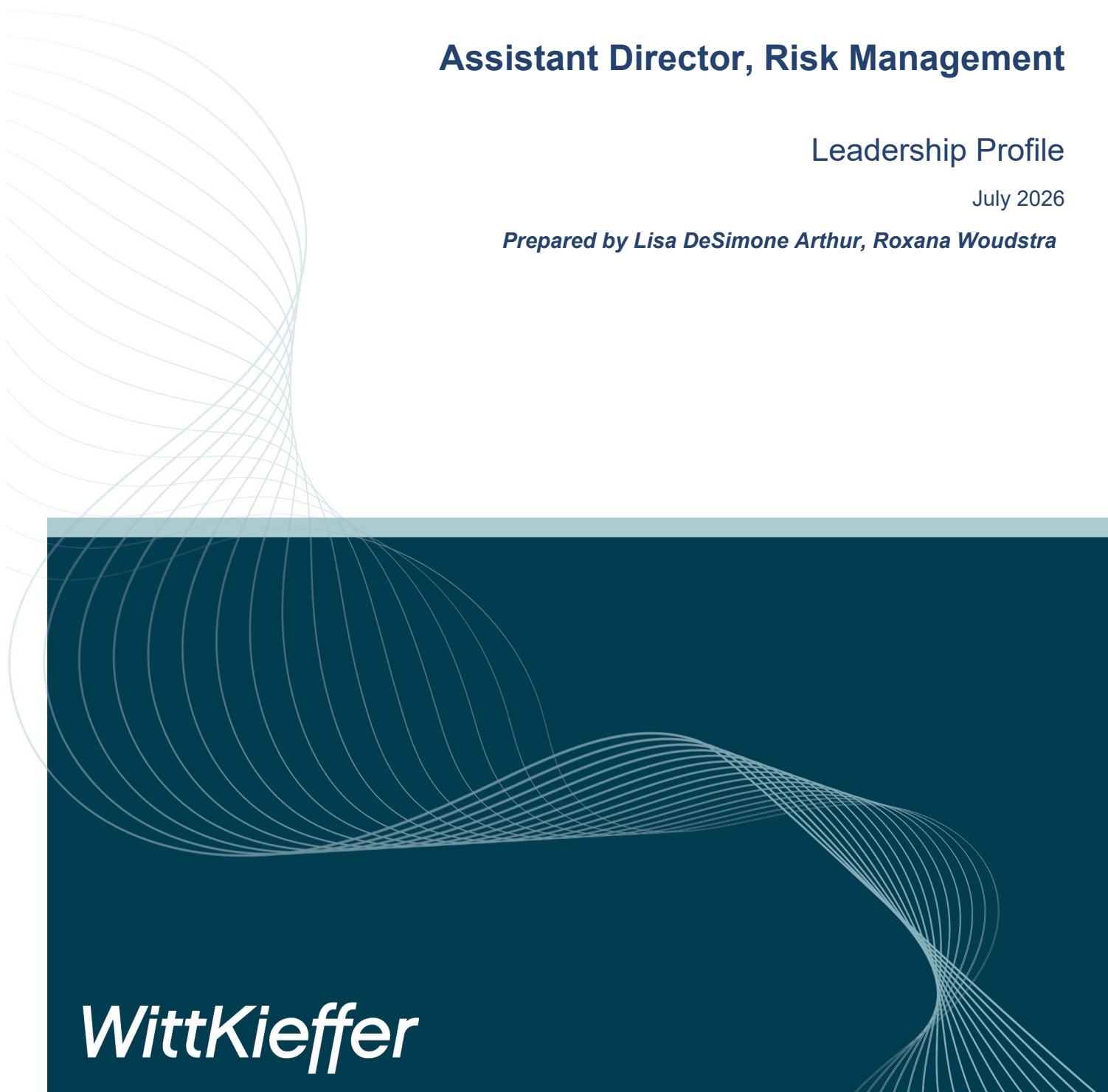


Assistant Director, Risk Management

Leadership Profile

July 2026

Prepared by Lisa DeSimone Arthur, Roxana Woudstra

A decorative graphic consisting of numerous overlapping, light blue, curved lines that flow from the left side of the page towards the right, creating a sense of movement and depth. These lines are layered over a dark teal background that occupies the bottom half of the page.

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The Opportunity

Episcopal Health Services (EHS) is seeking a skilled and knowledgeable Assistant Director, Risk Management (Assistant Director) to support and advance a comprehensive risk management program within a mission-driven, community-focused health system.

St. John's Episcopal Hospital, the primary campus of EHS, presents a compelling opportunity to lead risk management efforts within a 257-bed acute care facility serving one of New York City's most diverse and underserved populations. As the only hospital providing emergency and ambulatory care on the Rockaway Peninsula, St. John's plays a critical role in delivering accessible, high-quality, and culturally responsive care. Supported by an extensive network of outpatient services, behavioral health programs, and a robust medical group, EHS is recognized for its commitment to clinical excellence, patient safety, and strong community partnerships. With more than 2,000 employees and a broad continuum of services, the organization continues to expand its reach and impact across the region.

Reporting to Risk Management leadership, the Assistant Director serves as a key clinical and operational leader responsible for identifying, assessing, and mitigating risk across the organization. This role plays a central part in enhancing patient safety, promoting adherence to standards of care, and minimizing organizational liability. The Assistant Director will oversee and support daily risk management operations, provide guidance to staff, and serve as a departmental lead in the absence of the Director. Responsibilities include reviewing and analyzing occurrence reports, identifying trends and risk patterns, and overseeing Root Cause Analyses (RCAs) to drive system-wide improvements. The Assistant Director will also ensure compliance with regulatory and accrediting bodies, including The Joint Commission and the New York State Department of Health, while coordinating required reporting and follow-up actions.

In close collaboration with clinical and administrative leadership, the Assistant Director will serve as a trusted resource to clinical departments across the organization, addressing complex clinical and legal concerns and supporting the investigation of potential claims. This leader will help develop and implement risk reduction strategies, contribute to policy and program development, and advance educational initiatives to strengthen organizational awareness and compliance. The role requires strong analytical capability, sound clinical judgment, and the ability to synthesize data into actionable insights that improve quality of care and operational performance.

This is a highly visible leadership opportunity to influence organizational strategy and advance a just culture of patient safety and accountability. The Assistant Director will drive continuous improvement across the continuum of care and play an integral role in strengthening risk management infrastructure, aligning practices with best-in-class standards, and fostering collaboration across multidisciplinary teams. Ideal candidates will have a clinical background, deep expertise in healthcare risk management, and a demonstrated ability to lead in a complex, fast-paced environment. At EHS, the Assistant Director will make a meaningful impact on patient outcomes, organizational integrity, and the continued advancement of EHS's mission to serve vulnerable communities with excellence and compassion.

Organization Overview

St. John's Episcopal Hospital

Celebrating over 120 years of community care, St. John's Episcopal Hospital is Episcopal Health Services, Inc.'s main campus location. The hospital is a 257-bed acute care facility located in Far Rockaway, a neighborhood on the eastern part of the Rockaway Peninsula in the New York City borough of Queens. The hospital is widely recognized as the only hospital providing emergency and ambulatory care to its surrounding communities, which are densely populated, culturally and economically diverse, and medically underserved.

EHS is the largest employer on the Peninsula, with approximately 2,000 employees. Most of the workforce is unionized through 1199, CIR, SSOBA, and Local 30. The network lies within the Episcopal Diocese of Long Island. St. John's Episcopal Hospital has established strong relationships with internal and external stakeholders - elected officials, community groups, and unions.

Care Locations and Services

As a non-profit, faith-based institution, St. John's Episcopal Hospital provides people of all faiths with comprehensive preventive, diagnostic, treatment, and rehabilitative services, regardless of ability to pay. The hospital's impact continues to grow with the opening of the Walsh Ambulatory Pavilion. EHS medical groups and outpatient behavioral health facilities are spread across Queens and Long Island, with the main campus in the Rockaways. Services provided include emergency medicine, a dialysis center, family practice, a hospitalist program, imaging, internal medicine, laboratory, obstetrics and gynecology, ophthalmology, pastoral care, pediatrics, physical and occupational therapy, population health, psychiatry, surgery, urology, community outreach, health education, and the hyperbaric center. St. John's Episcopal Hospital provides care through the following entities:

- St. John's Episcopal Hospital: Emergency and Ambulatory care
- St. John's Medical Group (SJMG)
- A Mobile Health Unit
- St. John's Outpatient Behavioral Health Service Sites:
- Community Mental Health Center (CMHC)
- Wellness and Recovery Center (WRC)
- Family Peer Support Services
- Children's Care Coordination Program
- Home Base Crisis Intervention (HBCI)

EHS's Clinics are staffed by SJMG providers. Many clinics operate as Article 28 Diagnostic and Treatment Centers (DTCs) (Center for Medicare and Medicaid Services-accredited hospital outpatient clinics), except for the Specialty and Surgical Clinics located at 105th Street.

The clinics include pediatric specialty services in endocrinology, neonatal, neurology, and pulmonary, and adult clinic specialties in family practice and internal medicine.

Clinical learning specialty care is provided in:

- Arthritis
- Audiology
- Cardiology
- Colorectal/General Surgery

- Dermatology
- Endocrinology
- ENT
- Gastroenterology
- Infectious Disease
- Nephrology
- Neurology
- OBGYN
- Orthopedics
- Podiatry
- Pulmonary
- Surgery
- Urology
- Vascular Surgery
- Wound Care Clinic specialties
- Wound Care

SJMG's Specialty Clinic at 105th Street provides care in the following specialties:

- Cardiology
- Dermatology
- Endocrinology
- Neurology
- Physical Medicine & Rehabilitation
- Podiatry
- Psychiatry

In addition, SJMG provides surgical clinical care at 104th Street, including:

- Colorectal Surgery
- Family Practice
- General Surgery
- Neurosurgery
- Orthopedic Surgery
- Vascular Surgery

The Margaret O. Carpenter Women's Health Center provides care in women's specialties, including Breast Surgery and Oncology Services, Family Practice, OBGYN, GYN Oncology, and Maternal Fetal Medicine. A nurse practitioner and nutritionist are on staff.

Patient Express Care specialty care is provided in family practice and obstetrics.

The Gerard Walsh Ambulatory Pavilion provides internal medicine and family medicine care, as well as OBGYN care. Endoscopy, Behavioral Health, Oncology, and Imaging services are also provided.

Graduate Medical Education

St. John's Episcopal Hospital is accredited by The Joint Commission's Health Facilities Accreditation Program and is approved by the New York State Department of Health. The hospital is a recipient of the Gold-Plus Get with the

Guidelines®-Stroke Quality Achievement Award and the Gold-Plus Get with the Guidelines®-Heart Failure Quality Achievement Award from the American Heart Association.

St. John's Episcopal Hospital is a teaching hospital, training over 180 residents annually in ten Graduate Medical Education programs accredited by the New York State Department of Education. The family medicine, general surgery, obstetrics and gynecology, rotating internship, and ophthalmology programs are accredited by the American Osteopathic Association and are affiliated with Lake Erie College of Osteopathic Medicine. Internal medicine, dermatology, and psychiatry are accredited by the Accreditation Council for Graduate Medical Education. Graduate medical education programs in podiatry and wound care are accredited by the Council on Podiatric Medical Education.

The hospital strives to support area residents in achieving optimal health outcomes and quality of life. Services extend beyond inpatient and outpatient care to include outreach to the community to improve health status. Outreach services include behavioral health screening, screening for hypertension, asthma, and diabetes, and information on health insurance, social work, and nutrition counseling. The Speaker's Bureau is another service provided that offers assistance to community organizations by arranging for doctors, nurses, social workers, pastors, nutritionists, and other healthcare professionals who conduct health education on topics such as childbirth and parenting, diabetes, asthma, hypertension, grieving, weight management and nutrition, osteoporosis, cholesterol management, substance abuse, scabies, exercise, aging, depression, and emergency care. The Mobile Health Unit offers services, such as administering flu shots and sharing imperative health education material that supports the community's health initiatives and healthcare partners on the Peninsula.

Mission

Episcopal Health Services, in partnership with our community, provides exceptional healthcare and education programs in an academic setting across the continuum of care. We deliver high-quality, value-based services with cultural sensitivity to the faiths and traditions of those we serve.

Vision

Episcopal Health Services will build an effective coalition aimed at achieving improved community health status in a financially stable environment, with emphasis on serving the needs of our patients and families, while training the physicians and healthcare providers of tomorrow.

ICARE

Innovation ♦ Compassion ♦ Accountability ♦ Respect ♦ Empathy

For more information on St. John's Episcopal Hospital, please visit: <https://ehs.org/>

Position Summary

Reporting Relationships

The Assistant Director reports to the Director, Risk Management, and partners closely with EHS's Risk Management team. In addition, the Assistant Director will work closely with clinical leaders across EHS.

This role provides direct oversight and guidance to Risk Management staff, supporting daily workflow prioritization, staff development, and escalation of critical issues. The Assistant Director serves as the departmental lead in the Director's absence and acts as a central resource to clinical and administrative teams across the organization.

Responsibilities

The successful Assistant Director candidate will:

- Provide operational leadership for the Risk Management program, supporting day-to-day departmental activities, staff oversight, and workflow prioritization to ensure timely and effective risk mitigation.
- Serve as a senior clinical resource, utilizing clinical expertise to assess the delivery of care, evaluate adherence to standards, and identify areas of risk requiring strategic intervention.
- Oversee the review and analysis of occurrence reports to identify regulatory, patient safety, and liability concerns, ensuring appropriate investigation and follow-up actions.
- Conduct and support Root Cause Analyses (RCAs) and related investigations, determining the need for departmental reviews, peer review processes, and corrective action planning.
- Analyze and trend risk data to identify patterns and develop risk reduction strategies that enhance patient safety, improve quality of care, and minimize organizational exposure.
- Ensure organizational compliance with all Risk Management standards set by The Joint Commission, New York State Department of Health, and other governing bodies.
- Manage reporting obligations, including NYPORTS, Justice Center, and Office of Mental Health requirements, and coordinate all necessary documentation and follow-up activities.
- Collaborate with Corporate Risk Management to support claims management processes, including preparation of preliminary reports and prioritization of investigations.
- Serve as a trusted advisor to clinical and support departments, addressing complex clinical, operational, and legal risk concerns across the organization.
- Partner with leadership to develop and implement risk management education and training programs, ensuring staff awareness and adherence to policies, procedures, and best practices.
- Contribute to the development and refinement of organizational policies, procedures, and risk management initiatives that support quality and safety outcomes.
- Participate in organizational committees focused on quality, safety, and regulatory compliance, providing leadership insights and supporting enterprise-wide performance improvement efforts.

- Mentor and support Risk Management staff through onboarding, training, and ongoing professional development, fostering a high-performing and collaborative team environment.
- Collaborate on special projects and initiatives as assigned, synthesizing findings into actionable recommendations that strengthen clinical quality and risk mitigation strategies.
- Maintain flexibility to meet operational demands, including adapting schedules as needed to support critical issues and departmental priorities.

Goals and Objectives

The following goals and objectives have been identified as priorities for this position:

- Strengthen the enterprise risk management program by establishing clear strategic and operational priorities that proactively identify, assess, and mitigate clinical, operational, and regulatory risks while supporting patient safety and organizational integrity.
- Enhance patient safety and quality of care by leveraging clinical expertise to evaluate care delivery, ensure adherence to standards of care, and implement targeted risk reduction strategies across the organization.
- Lead and advance incident reporting and investigation processes, including the timely review and analysis of occurrence reports, identification of trends, and implementation of corrective actions to prevent recurrence of adverse events.
- Drive effective Root Cause Analysis (RCA) processes, ensuring thorough investigation of adverse events and near misses while translating findings into actionable system improvements and sustainable solutions.
- Ensure full regulatory and accreditation compliance by maintaining adherence to The Joint Commission, New York State Department of Health, and other regulatory standards, while supporting continuous audit readiness across all departments.
- Manage all regulatory reporting requirements, including NYPORTS, Justice Center, and Office of Mental Health submissions, ensuring timely, accurate reporting and appropriate follow-up actions. [
- Leverage data analytics to identify risk trends and vulnerabilities, using findings to inform strategic decision-making, prioritize interventions, and measure the effectiveness of risk mitigation initiatives.
- Strengthen organizational response to claims and potential liability by collaborating with Corporate Risk Management and legal stakeholders to support investigations, prepare case summaries, and reduce financial exposure.
- Advance a culture of safety and accountability by serving as a trusted advisor to clinical and operational leaders, promoting transparency, and embedding risk awareness into daily practice across the organization.
- Implement comprehensive education and training programs to enhance staff understanding of risk management principles, regulatory requirements, and patient safety best practices.
- Support policy and program development by contributing to the design and refinement of organizational policies, procedures, and risk management initiatives that align with quality and safety goals.
- Build and lead a high-performing risk management team by providing mentorship, training, and performance oversight while fostering a collaborative, accountable, and responsive departmental culture.
- Augment interdisciplinary collaboration by partnering with clinical, administrative, and executive leadership to address complex risk issues and improve coordination across departments.
- Drive continuous performance improvement by participating in committees and organizational initiatives focused on quality, safety, and compliance, ensuring alignment with enterprise-wide objectives.
- Collectively, these goals will position the Assistant Director of Healthcare Risk Management to strengthen patient safety, reduce organizational risk, enhance regulatory compliance, and advance a culture of continuous improvement across Episcopal Health Services.

Candidate Qualifications

Education/Certification

- Bachelor's degree in a clinical discipline (e.g., nursing, medicine, physician assistant, nurse practitioner, or related healthcare field) required; Master's degree preferred.
- Active clinical license required, with the ability to apply clinical knowledge to risk identification, assessment, and mitigation in a healthcare setting.
- Professional certification, such as Certified Professional in Healthcare Risk Management (CPHRM) or similar designation (or the ability to gain such certification), is required for the role.

Knowledge and Work Experience

- Minimum of five (5) + years of progressive experience in healthcare risk management.
- Demonstrated expertise in healthcare risk management, including identifying, assessing, and mitigating clinical, operational, and regulatory risks within a complex healthcare environment.
- Strong working knowledge of patient safety principles, standards of care, and risk management frameworks, with the ability to evaluate care delivery and recommend actionable improvements.
- Proven experience reviewing and analyzing occurrence reports, identifying trends and patterns, and translating findings into effective risk reduction strategies that enhance quality and safety outcomes.
- Demonstrated ability to lead or support Root Cause Analyses (RCAs) and investigations of adverse events, including development and implementation of corrective action plans.
- Thorough understanding of regulatory and accreditation requirements, including The Joint Commission, New York State Department of Health, and other governing bodies, with a strong focus on compliance and audit readiness.
- Experience managing regulatory reporting requirements (e.g., NYPORTS, Justice Center, Office of Mental Health), ensuring timely, accurate submission and follow-up actions.
- Ability to analyze risk data and leverage insights to proactively identify vulnerabilities, mitigate exposure, and improve organizational performance.
- Experience collaborating with corporate risk and legal teams on claims management processes, including preparation of case summaries and prioritization of investigations
- Demonstrated effectiveness serving as a consultative resource to clinical and operational departments, addressing complex clinical, safety, and legal risk concerns.
- Experience developing and delivering education and training programs to promote risk awareness, regulatory compliance, and patient safety best practices across the organization.
- Proven ability to contribute to policy and procedure development and to support organization-wide quality improvement and patient safety initiatives.

Leadership Skills and Competencies

- **Clinical and risk management acumen:** Deep clinical expertise combined with advanced knowledge of healthcare risk management principles to evaluate care delivery, ensure adherence to standards, and reduce organizational risk.
- **Analytical and critical thinking:** Strong ability to assess complex clinical scenarios, interpret data trends, and develop evidence-based solutions to mitigate risk and improve patient safety outcomes.
- **Operational leadership:** Demonstrate ability to oversee daily operations, prioritize competing demands, and guide staff in a fast-paced, high-acuity healthcare environment.
- **Regulatory and compliance expertise:** Comprehensive understanding of accreditation and regulatory standards, with a focus on maintaining compliance and supporting audit readiness.
- **Collaboration and influence:** Proven ability to partner effectively with interdisciplinary teams, executive leadership, and external stakeholders to address risk and drive organizational improvement.
- **Communication skills:** Excellent written and verbal communication skills, with the ability to clearly articulate complex risk, clinical, and regulatory information to diverse audiences, including senior leadership.
- **Team leadership and development:** Experience mentoring, training, and supporting staff, fostering a collaborative, accountable, and high-performing team culture.
- **Adaptability and resilience:** Ability to thrive in a dynamic, fast-paced environment while managing multiple priorities and maintaining attention to detail.
- **Commitment to patient safety and quality:** Strong dedication to advancing a culture of safety, continuous improvement, and high-quality care across the organization

Procedure for Candidacy

Please direct all nominations and applications to Lisa DeSimone and Roxana Woudstra via email to: rwoudstra@wittkiewer.com or via the WittKiewer Candidate Portal by clicking [here](#). Candidates can also find this portal via the WittKiewer website at www.wittkiewer.com and by selecting the "Become a Candidate" button.

Lisa DeSimone Arthur Senior Partner lisad@wittkiewer.com	Roxana Woudstra Senior Associate rwoudstra@wittkiewer.com
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Expected Salary Range: \$185,000 - \$200,000

The salary range for this role may vary above or below the posted range. Compensation takes into account several factors, including, but not limited to, a candidate's experience, education, skills, licensure and certifications, department equity, training, and organizational needs.

The position requires in-office presence 5 days a week.

Episcopal Health Services values diversity and is committed to equal opportunity for all persons regardless of age, color, disability, ethnicity, marital status, national origin, race, religion, sex, sexual orientation, veteran status or any other status protected by law.

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