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Administrator, Home of the Good Shepherd

The Home of the Good Shepherd is seeking an individual to join our team of professionals that provide quality and compassionate care to our residents. The successful candidate will possess the skills to lead our employees and uphold the values of providing superior care in assisted and enhanced assisted living. The Administrator is responsible for the overall facility. Working with Department Heads for quality improvement activities and management of the daily operations according to NYS regulations for licensed Adult Homes (NYCRR 487.5, 487.7, 487.8) in order to meet the scheduled and unscheduled needs of the residents.

**PRINCIPLE RESPONSIBILITIES:**

- With the assistance of Department Heads, direct, coordinate and monitor the day to day activities of the building,
- Monitoring adherence to the NYS DOH regulations for an Adult Home, licensed as an Assisted Living Facility, Enhanced Assisted Living Facility and Special Needs Assisted Living,
- Creating a team to ensure efficiency and quality for our residents in a warm and inviting home like environment,
- Administrative reports, financial reports and community relations as directed,

Send resume to Denise Cote at [dcote@hgshomes.com](mailto:dcote@hgshomes.com)