

# Job Posting for Executive Director (ED) at Park Terrace

## Salary Depends on Experience: \$55,000 to \$75,000

### Position Summary

To lead and direct the overall operations of the facility in accordance with customer needs, government regulations and Company policies, with focus on maintaining excellent care for the residents while achieving the facility's business objectives.

### Essential Job Functions:

#### Facility Management

- Plan, develop, organize, implement, evaluate and direct the facility's programs and activities in conjunction with facility's operational budget and applicable state and federal regulations.
- Lead the facility management staff and consultants in developing and working from a business plan that focuses on all aspects of facility operations, including setting priorities and job assignments.
- Monitor each department's activities, communicate policies, evaluate performance, provide feedback and assist, observe, coach, and discipline as needed.
- Develop an environment that allows for creative thinking, problem solving, and empowerment in the development of a facility management team.
- Oversee regular rounds to monitor delivery of all resident personal care services, operation of support departments, cleanliness and appearance of the facility; morale of the staff; and ensure resident needs are being addressed.
- Utilize government survey information, in addition to other source documents, to address areas of importance as defined by our customers.
- Be familiar with Standard Precautions, Exposure Control Plan, Fire Drill and Evacuation Procedures and know how to use the information.
- Protect residents from neglect, mistreatment, and abuse.
- Protect the personal property of the residents of the facility.

#### Compliance Management

- Comply with the Residents' Rights and Facility Policies and Procedures.
- Maintain a working knowledge of and confirm compliance with all governmental regulations.
- Conduct Quality Assurance, Safety Committee and Resident Safety Committees meetings.
- Ensure that all resident records are complete and contain all the necessary documentation and follow up to maintain compliance with state regulations always and confidentiality maintained.
- Review all community policies and procedures annually and update as needed, including Emergency and Disaster plan

## Skills and Abilities

- Current/active state certification for an Assisted Living Administrator.
- Bachelor's degree in a related field preferred.
- 3 years of operations experience working in Senior Living, Assisted Living and/or Memory Care.
- Must be able to read, write, speak, and understand the English language.
- Must be computer literate and proficient in Word and Excel as well as the company selected software programs.
- Perform work tasks within the physical demand requirements of your position including standing, sitting, walking, lifting, carrying, pushing, pulling or otherwise move objects for extended periods of time.
- Organized and detailed in work performance.
- Good communication skills with excellent time management skills, self-discipline and patience.
- Genuine caring for and interest in elderly and disabled people in an Assisted Living and/or Memory Care community.
- Perform Essential Duties as outlined above and anything else required or requested from the Divisional Vice President.

## Certificates and Licenses

- Must hold a current and valid administrator license in the community's stated location.
- Current valid documentation of successful completion of the "American Red Cross" or American Heart Association" CPR/First Aid Certification for Health Care Providers (BLS). CPR certification must remain current during employment.
- Attend or complete (CEUs) in-service education programs to meet facility and licensure educational requirements.
- Must maintain a valid driver's license as some travel is required, driving.
- Must be available by phone 24 hours a day, 7 days a week.
- Must work some weekends and holidays as part of a manager on duty schedule.