

## **Senior Living Executive Director – Albany NY**

Promenade Senior Living (PSL) provides assisted living housing and services to the residents of New York State. Since 2002, PSL has grown into a widely recognized and trusted brand in the assisted living marketplace by providing seniors with a consistent high-quality residential environment while meeting their personal care service requirements at an affordable cost. It is this dedication and resident-centered focus that has made PSL one of the most recognized and trusted names in each of the communities where PSL operates.

We are looking to hire an ambitious individual to serve as the Executive Director /Administrator for a new assisted living facility set to open in Albany NY in the fall 2018. Prior assisted living, long term care, or healthcare management experience is required.

This is a dynamic position that requires an ambitious individual to take ownership of all leadership aspects of a new assisted living community in Albany NY from overseeing the initial lease-up occupancy to the execution of its operations. The ideal candidate will have at least 5 years of healthcare administrative experience and is self-directed with the ability to build and manage a team that will effectively meet the strategic and operational objectives of this new community.

### **Responsibilities:**

- Prepare and execute annual business plans to focus strategic priorities, occupancy levels, and financial objectives.
- Lead the day to day operations of the assisted living facility through effective performance management, fiscal responsibility and market awareness.
- Direct the coordinated effectiveness of all aspects of operational activities including wellness, care management, marketing, food service, social programming and activities, maintenance and housekeeping.
- Create an environment that prioritizes the care, well-being and dignity of daily living for each resident.
- Maintain a continuous collaboration with residents and family members that conveys the company's utmost commitment to the care, well-being and quality of life of its residents.
- Create staffing schedules and manage operations in alignment with occupancy rates and care level needs of residents.
- Ensure that the community is in full compliance of all regulatory requirements related to the operation of an assisted living facility in NY state.
- Develop and maintain effective relationships within the community that cultivate qualified referrals.
- Ability to hire, train and manage employees at all levels within the facility.
- Effectively communicate and uphold corporate policies and procedures to residents, family members, employees and other third parties.
- Implement policies and practices that ensure the protection of resident rights as required by NY state regulations.

### **Qualifications:**

- Minimum 5 years experience in assisted living healthcare administration or equivalent role
- Management experience with team and P&L responsibility
- Microsoft Office basic computer skills (ie Word/ Excel)
- Bachelor degree in related field from accredited academic institution
- Excellent written and verbal communication skills
- Ability to represent Promenade and its values to the community at large
- Ability to manage multiple priorities/ projects
- Ability to work weekends and during inclement weather
- Ability to meet DOH requirements for an Administrator

The position is a unique opportunity to grow with a very well established and growing senior living services and management company. Salary and benefits packages are competitive.