

Nursing Home Administrator/Executive Director

Summary

CJE SeniorLife's Lieberman Center for Health and Rehabilitation is looking for an innovative, dedicated and experienced professional to join our team! Lieberman Center for Health and Rehabilitation is a 240 bed skilled Nursing facility, which employs over 300 employees with a \$22 million dollar operating budget. The Nursing Home Administrator/Executive Director has overall operational and budgetary responsibility and accountability for building and capital initiatives, care delivery, clinical initiatives, marketing efforts, program development, customer service, regulatory compliance, staff selection, employee development, and cultural transformation. The Nursing Home Administrator/Executive Director also serves as a liaison across disciplines within CJE SeniorLife and keeps abreast of best practices and trends within the Long Term Care/ Skilled Nursing industry.

Essential Duties and Responsibilities include the following.

- Identify opportunities to contribute and grow in clinical and programs across CJE continuum care to include specialty areas in Dementia Care, Parkinson's disease and other disease entities, as well as to contribute to larger CJE strategy with hospital partnerships, managed care organizations, and new bundled payment systems.
- Directs the overall operations of the facility, establishing accountability as a priority in all functional areas.
- Seeks input from necessary areas in order to prepare an operational budget that is fiscally, operationally and strategically sound.
- Assures compliance with governmental agencies and accreditation bodies. Provides leadership to all survey processes and prepares responses to surveys. Assures that necessary corrective actions are taken.
- Markets the facility to ensure maximum exposure to potential referral services and residents.
- Provides direction to the Admissions department to ensure occupancy remains at acceptable levels.
- Creates an environment that fosters innovation, creativity, and cultural change.

Education and/or Experience

- Ability to create and manage a complex budget
- Experience directing a large system and managing a diverse staff

- Bachelor's Degree in Human Services Administration or related field required. Master's Degree in Business or Health Services Administration preferred.
- Five or more years related management experience in health care or aging services administration required.
- Sensitivity to the needs of the elderly and families; understanding and responsiveness to the needs of Jewish residents and their families.

Certificates, Licenses, Registrations

Current Illinois Administrator's license required. Temporary license or license eligible considered, with permanent license required within six months of hire.

Benefits and Compensation

Our employees are valued and offered a comprehensive benefit package. You may select from the following options to create the plan that is right for you and your family.

Medical, Dental and Vision insurance

Pension

Company Sponsored Life Insurance

Long and Short-term Disability Option

403(b) / Tax Deferred Annuity Options

20 days Paid Time Off

12 Days Sick Time

Legal and Jewish Holidays Off

Healthcare and Dependent Care Flexible Spending Accounts

J-Health Employee Wellness Programs

Salary commensurate with experience.

Please send resumes to Villetta Wells at Villetta.Wells@cje.net