

Berman Commons

A Jewish Home Life Community

Job Description

Position: Executive Director

Department: Administration

Reports to: COO

FLSA Status: Exempt

Summary: The Executive Director will be responsible for oversight and management of all operational functions for Berman Commons, a 90 unit assisted living and memory care community, Overall responsibilities include resident services, dining services, facilities, environmental services and sales. The Executive Director directs the day-to-day function of the community in accordance with current federal, state and local standards governing long-term care facilities to ensure that the highest degree of quality care can be provided to the residents at all times.

Qualifications:

1. A minimum of three to five years of experience as an Executive Director managing over 90 plus bed assisted living community
2. Associate / Bachelor degree as required by state regulations,
3. Must meet all applicable federal and state license requirements.
4. Must have thorough knowledge of all applicable state regulations governing assisted living. Demonstrated experience in hiring, coaching, performance management and daily operations supervision.
5. Experience managing budgets, reducing costs, and prudent staffing and a focus on growing both top and bottom lines.
6. Excellent written and verbal skills for effective communication and the ability to facilitate small group presentations.
7. Demonstrates good judgment, problem-solving, and decision-making skills.
8. Excellent computer skills. PointClickCare knowledge is a plus
9. Must be able to react in an emergency situation.
10. Ability to handle multiple priorities.
11. Demonstrated experiences in attracting, retaining and developing staff

Responsibilities:

- Plan, develop, organize, implement, evaluate, maintain, monitor, supervise and direct all community departments and overall operations, including programs, activities, policies and procedures and implement changes as necessary.
- Responsibility for all financial transactions; Participate in accounts receivable and payable functions, as defined by supervisor.
- Coordinate with Corporate business office to collect rent and service fees by designated date
- Coordinate with Corporate Recruiter to recruit staff and manages performance, on-going evaluation, promotion and discharge of staff.
- Assure confidentiality of all verbal and written information pertaining to residents and staff.
- Assist with preparation of an annual budget and adherence within budgeted guidelines.
- Assure all necessary supplies/equipment are purchased, maintained, and accounted for at all times within the community..
- Develop, schedule, plan staff in-services and meetings.
- Develop relationships with a variety of community agencies that can be of benefit to community.

- Develop one-on-one relationships with residents, families, and staff.
- Arbitrate complaints and disputes concerning residents, family, and/or personnel.
- Meet with and review and evaluate all recommendations of the community's resident council and their meetings.
- Observe and enforce all sanitation, safety and infection control policies and procedures.
- Prepare and/or oversee time reporting of staff and oversee all payroll functions to meet payroll deadlines.
- Coordinate with Sales and Marketing team to achieve occupancy goals and to ensure that the community has an effective business development plan and presence in the greater community.
- Coordinate details related to move-ins and move-outs.
- Meet with new residents and families to explain residency agreement and process at time of move-in and ongoing if questions arise.
- Coordinate with Director Nursing to ensure that each resident receives the necessary care and medical and psychological services to attain and maintain the highest possible mental and physical functional status
- If applicable, initiate resident/family conferences when a change of service level is required; Document goals and action plans and review dates on appropriate forms.
- Assure final determination on eligibility of continued residency.
- Assure continuity and consistency in delivery and quality of services.
- Assure state regulations are met and work closely with state oversight agencies; including review of state deficiencies and the development of plan of corrections.
- Maintain high degree of resident satisfaction and evaluate resident satisfaction regularly; Implement programs and changes to enhance resident satisfaction with approval of supervisor.
- Prepare weekly and monthly reports as directed by supervisor.
- Assume on-call responsibilities on a rotational basis and assign on-call responsibilities to other staff on a rotational basis to ensure after-hours response to resident emergencies and physical plant problems.
- Organizes, maintains, and participates in weekend Manager on Duty.
- Ensure appropriate handling of on-the-job injuries as reported by staff and any incidents involving residents and visitors.
- Maintain and upgrade knowledge and implementation of standards and requirements specified by federal and state laws.
- Carry-out other duties as assigned by supervisor or as necessary to maintain quality and continuity of services, safety of residents, and security of premises.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the staff member for this job. Duties, responsibilities and activities may change at any time with or without notice.

Supervisory Responsibility: Supervises leadership team of Berman Commons including providing direction and feedback on performance. Member of Senior Leadership team of Jewish Home Life Communities.

Physical Requirements:

1. Must be able to speak and write the English language in an understandable manner
2. Must be able to mobilize throughout the building
3. Must be able to bend, sit and stand for long periods of time
4. Must be able to lift and carry a minimum of 10lbs and a maximum of 25lbs with a minimum distance of 5 feet
5. Must be able to push/pull a cart up to 25lbs with a minimum distance of 5 feet
6. Must be able to operate basic office equipment

7. Must be able to cope with the mental and emotional stress of the position
8. Must possess sight/hearing senses or use of prosthetics that will enable these senses to function adequately so that requirements of this position can be met

Mental Requirements: Ability to analyze data, interact with residents, family members and staff.

To Apply for this Position:

Please e-mail resume to Angela Fountain, CHRO at awfountain@jewishhomelife.org.

Department Head

Date

Acknowledged:

Staff Member

Date