

## EXECUTIVE DIRECTOR

**DEPARTMENT:** Administration  
**SUPERVISOR:** Director of Operations

**FLSA STATUS:** Exempt  
**DATE:** July 1, 2018

**AREA OF SUPERVISION:** All departments and all employees and consultants

### DUTIES AND RESPONSIBILITIES

Manage daily operations within parameters of established policies and procedures and in keeping with the philosophy and mission of the organization. Responsible for ensuring the Community meets financial objectives and marketing. Supervise and direct the work activity of employees. Create and maintain a high level of resident and employee satisfaction.

The person holding this position is delegated the responsibility for carrying out the assigned duties and responsibilities in accordance with current existing federal and state regulations and established company policies and procedures.

### FUNCTIONS

1. Hire and supervise employees, ensuring adequate staffing.
2. Conduct regular performance appraisals with employees.
3. Carry out disciplinary action and dismissal of employees when necessary.
4. Establish and maintain open and effective communication with residents, families, employees, owners, supervisor and other members of the management team.
5. Conduct pre-entry evaluations of all prospective residents.
6. Ensure continuity and consistency in delivery and quality of services.
7. Assess residents' functional status and social, psychological, and spiritual needs on an ongoing basis, but especially prior to move-in and after hospital stays. Assure that service plans are completed and arrange services and support to meet resident needs. Refer residents to community-based services and medical services as necessary.
8. Implement approaches and services to maintain or enhance resident independence.
9. Assume final determination on eligibility for continued residency.
10. Develop and maintain documentation in resident files pertaining to problems/progress presented by resident, families and employees. Documentation must be complete, thorough, detailed and objective.
11. Initiate action plans and family conferences for resolving problems identified by employees, residents or family members.
12. Initiate resident/family conferences when a change of service level is required. Document goals and action plans and review dates on appropriate forms.
13. Maintain high degree of resident satisfaction and evaluate resident satisfaction at least annually. Implement programs and changes to enhance resident satisfaction with approval of supervisor.
14. Maintain occupancy at or higher than budgeted.
15. Prepare weekly and monthly reports as directed by supervisor or Home Office.
16. Operate programs and facility within budget.

17. Oversee staff scheduling to ensure resident needs and State and Federal regulations are met.
18. Collect all rent and service fees by designated date and ensure deposit in bank, as specified by supervisor.
19. Maintain financial records, including petty cash. Participate in accounts receivable, payroll, and payable functions as defined by supervisor.
20. Assist in preparation of the budget.
21. Maintain and upgrade knowledge and implementation of standards and requirements specified by federal and state laws.
22. Participate in providing services to residents.
23. Visit all residents on a monthly basis.
24. Order or authorize purchase of supplies, equipment or services.
25. Assume on-call responsibilities on a rotational basis and assign on-call responsibilities to other employees on a rotational basis to ensure after-hours response to resident emergencies and physical plant problems.
26. Ensure appropriate handling of on-the-job injuries as reported by staff.
27. Perform related duties as assigned or as the situation dictates.
28. Oversee the activity program to ensure the needs and desires of the residents including physical, social, spiritual, and entertainment.
29. Oversee the dietary department to ensure the nutritional needs of the residents are met.
30. Oversee the maintenance department to ensure all necessary repairs and preventive maintenance is being done including the grounds and outside of the facility.
31. Oversee housekeeping to ensure all cleaning and laundry is being done.
32. Coordinates tenant move-ins, ensuring all required paperwork is completed in a timely and accurate manner.
33. Develops tenant service plans, in conjunction with the nurse, that address the specific needs and preferences of each tenant; ensures revisions are made on a regular basis and as significant changes occur.
34. Performs or coordinates the orientation and training of staff, including regular staff in-services, in consultation with the Community nurse as needed.
35. Performs all marketing and public relations activities to ensure a favorable public image of the Community is maintained and occupancy projections are reached.
36. Arranges for appropriate coverage when unavailable.

**Risk Exposure Categories:**

- X     1=Tasks may involve exposure to blood/body fluids.
- 2=Tasks do not involve contact with blood/body fluids but could result in performing a Category 1 task.
- 3=Tasks do not involve any risk of exposure to blood/body fluids.

## PHYSICAL REQUIREMENTS

These are physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the Company may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential functions to which it relates, and the proposed accommodation.

	<b>Rarely (0-12%)</b>	<b>Occasionally (12-33%)</b>	<b>Frequently (34-66%)</b>	<b>Regularly (67-100%)</b>
Standing/Walking:			x	
Sitting:				x
Lifting/Carrying: 25 lbs.		x		
Pushing/Pulling 50 lbs.		x		
Climbing/Balancing:	x			
Stooping:		x		
Squatting:		x		
Kneeling:		x		
Reaching:			x	
Hearing/Listening: Must be able to hear well enough to communicate with co-workers and patients				x
Fingering/Grasping/Feeling: Dexterity necessary to handle and manipulate equipment and supplies.				x
Seeing: Must be able to read reports, instructions, and observe patients				x
Color Perception: (Red, Green, Amber)				x
Animals/Plants	x			

## MENTAL/REASONING REQUIREMENTS

☐ Reading Simple      ☒ Writing – Complex      ☒ Analysis/Comprehension  
☒ Reading-Complex      ☒ Clerical      ☒ Judgement/Decision Making  
☐ Writing – Simple      ☒ Basic Math Skills

## EXPOSURES

☒ Airborne particles      ☐ Explosives      ☒ Muscular Strain      ☒ Temperature  
☐ Caustics      ☐ Fumes      ☒ Noise      ☐ Toxicants  
☐ Chemicals      ☐ High places      ☒ Odors      ☐ Vibration  
☐ Electrical Current      ☐ Moving Parts      ☐ Physical abuse      ☒ Vision strain  
☐ Slippery Floors      ☐ Weather

## WORK AREA AND ENVIRONMENT

Administrative and department offices, resident rooms and areas, the entire building and grounds, the community, agency offices and other health care providers, educational institutions, and travel to meetings and seminars.

## **QUALIFICATIONS**

License/Registration: As required by state and federal laws. Valid driver's license.

Continuing Education: As required

Education: As required by state and federal laws. Preferably a degree in health care administration, business, nursing or related field.

Experience: Experience in management and supervision preferred.

Job Knowledge: Federal, state, and local laws and regulations relating to resident care; organizational structure and duties of employees under supervision. Familiarity of OSHA, Fire and Safety Procedures, Fair Housing Law, American with Disabilities Act (ADA); various employment and labor laws, including, but not limited to, FMLA, Minimum Wage, Equal Employment Opportunity (EEO), and Employee Polygraph Protection Act, employee testing and workers compensation; Food Service Regulations. Intermediate or advanced knowledge of or willingness and ability to learn the computer programs used in this facility.

Professional Memberships: Recommended and encouraged.

Other: Caring attitude, observant, maintain good working relationship, judgment, and emotional stability.

## **BASIC REQUIREMENTS**

1. Residents always come first, and their needs will be met unless there is a conflict with the needs of others or the organization as a whole.
2. Residents, resident families, co-workers and visitors will be treated with respect, dignity and kindness.
3. Support the mission, vision and values of the facility
4. Employee behavior will consistently be in a manner that demonstrates both employee's and the company's commitment to an ethical, honest and above-board approach in all dealings with employees, customers, suppliers and the community.
5. Report to work on time and for scheduled shifts as attendance is required to perform the duties and responsibilities of this position.