



Job Description

Position Title: Administrator, Assisted Living I
Classification: Exempt
Reports To: Regional Director of Operations
Date Created: February 2017

Summary/Objective:

The Administrator I will oversee an Assisted Living facility with fewer than 50 units. The primary purpose of this position is to oversee and coordinate support for the day-to-day needs of assisted living residents in accordance with current federal, state and local regulations. This role has full responsibility for the facility and ensuring the highest degree of personal care and quality of life will be received by all residents. The Administrator sets the tone for the community, modeling an attitude and style that promotes harmony, encouragement and engagement for both residents and staff. The Administrator exercises a great degree of independent judgment with regard to resident care and staff management.

Essential Functions:

- Ensure quality of care and safety of residents is the top priority at all times
- Will manage a team of employees including hiring, firing, interviewing, training, scheduling and performance evaluations
- Plan, conduct and schedule in-service training, on-the-job training and orientation programs to assure that staff are trained to perform duties according to expectations
- Supervise and evaluate resident care, including adherence by team members to direct care procedures, care plans, physician orders and best practices
- Meet with residents, families and case managers periodically and as needed
- May communicate with physicians, diagnostic services, hospitals and families as needed
- Work with other personnel to maintain a safe and sanitary environment, including following safety and fire procedures, infection control and universal precaution policies and procedures.
- Manage the operations of the facility, including housekeeping and janitorial functions, to ensure the facility maintains a clean appearance and safe living conditions at all times
- Monitor the maintenance and operation of electrical, plumbing, heating, cooling, and mechanical systems including the development and monitoring of a preventative maintenance program
- Regularly inspect the grounds, building, and common areas for proper maintenance and cleanliness
- Coordinate unit turnovers with other staff members, ensure units are refurbished and cleaned in a timely manner
- Conduct tours of the community for prospective residents and their family; coordinate and complete assessments on potential residents as part of the move in process
- Compliance with Medicaid move-in paperwork and ongoing management of a residents Medicaid eligibility
- Monitor the dietary program to assure resident satisfaction, regulatory compliance and the facilitation of innovation in the dining program
- Maintain proper resident files in compliance with federal and state regulations

- Ensure compliance with all health department and life safety regulations
- Obtain support service referrals for tenants and ensure residents are well educated on the services and support available to them; coordinate with service providers and case managers as needed
- Provide residents with appropriate and frequent opportunity to participate in group or independent activities
- May engage in community outreach to obtain donations and services for the building, may include participation at local agency meetings and hosting public events at the property
- Ensure facility meets capacity goals at all times; quickly and effectively manage a resident waitlist
- Manage property budget and ensure all expenses are accounted for and within budget
- Submit required documents, invoices, inspections and all other property reports to the SHO Office weekly
- Collect resident rents, make bank deposits, disburse personal needs allowance funds, code invoices, complete loan compliance functions and record transactions in Property Management Software System.
- Prepare and execute all lease documents and orientation of new tenants; prepare notices of lease violations as needed
- Adhere to all resident rights, including privacy, confidentiality, and treating residents with dignity and respect
- Complete other duties as assigned by the SHO management team

Work Environment:

- Must be able to lift up to 30 lbs comfortably
- Comfortable using and climbing on ladders and step stools
- Certain activities may require repetitive movements including climbing, crawling, crouching, pulling, pushing
- May be subject to exposure to infectious waste, diseases, and conditions including blood-borne pathogens
- Works beyond normal working hours, on weekends and holidays as needed. May be called during off hours to respond to emergency or unusual situations.

Competencies:

- Exercises leadership capabilities and is skilled at getting work done through others
- Ability to communicate clearly both verbally and in writing, including the ability to provide non-technical assistance in a simple, straightforward manner
- Demonstrate sensitivity to the concerns of residents and a commitment to dealing fairly with all
- Friendly demeanor, positive disposition, tactful, patience and high ethical character even while dealing with difficult or upset residents
- Maintains a professional demeanor and responds with urgency
- Strong organizational and interpersonal skills; attention to detail
- Intermediate computer knowledge and typing skills; working knowledge of Microsoft Office Suite
- Demonstrated ability to work effectively with a wide range of diverse constituents
- Self-directed and proactive; independent problem solver
- Ability to motivate staff through creating a positive working environment
- Enjoys community involvement, resident interaction, and public representation of the organization.
- Bilingual a plus

Education and Experience:

- Bachelor's in related field such as Human Services preferred; relevant experience may be considered in lieu of a degree
- Minimum three (3) years prior work experience managing a similar-sized Assisted Living facility
- Prior supervisory experience in health care a must
- Must have completed 30-hour Administrator training program or be in the process of completing the required hours and be medication administration trained.
- Must be knowledgeable of reimbursement regulations.
- Demonstrated working knowledge of Microsoft Office Suite including Word, Excel, Outlook

Expected Hours of Work:

This role is considered full-time and works 40 hours per week. Schedule flexibility may be permitted, but must be available during the "core" work hours of Monday through Friday 10:00 a.m. to 4:00 p.m. Availability on evenings, weekends and holidays to support emergencies may be required.

Employee Name & Signature

Date

Manager Name & Signature

Date

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements. Senior Housing Options is an Equal Opportunity Employer (EOE), M/F/H/V.