



Administrator I

Senior Housing Options, Inc., a non-profit providing affordable, safe housing and care for seniors and people with disabilities, has a great opportunity for an Administrator I to join our team.

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.

Key duties include:

- 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.

Qualified candidates will have:

- 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 nontechnical 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, accountable for results 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.

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, and Outlook.

Please apply today by emailing your resume to vjenkins@seniorhousingoptions.org by 11/02/2017