



Regional Director of Operations

Senior Housing Options, Inc., a non-profit providing affordable, safe housing and care for seniors and people with disabilities, has an exciting opportunity for a Regional Director of Properties to join our corporate team.

This role will report to the Executive Director and will provide oversight to Senior Housing Options, Inc.'s Assisted Living and HUD Apartment properties throughout the state of Colorado. Will lead a team of Property Managers, Administrators and functional experts to ensure quality care and safe, comfortable homes are provided for our residents.

Key duties include:

- Manage team of 11 including Quality Management SME, HUD Compliance SME, three (3) HUD property managers and six (6) assisted living residence administrators
- Hire, train and manage ongoing performance and development needs of all assisted living administrators and HUD apartment property managers
- To ensure consistency in resident care and satisfaction, create positive culture and working environment through employee engagement and retention programs
- Drive development of new policies and procedures as needed to ensure high quality of care, safety of buildings, and compliance of activities at assisted living residences and HUD apartment properties
- Stay abreast of and provide proactive support for compliance with all applicable current CDPHE, HCPF, HUD, CHFA and all other federal, state and local regulations governing the operation of assisted living residence and HUD apartment properties by attending appropriate industry and association trainings and committee meetings
- Ensure all properties are in compliance with plan of correction (POC) requirements arising from survey deficiencies, and monitor implementation through the assisted living and HUD apartment property Quality Management process
- Oversee budgeting process for all assisted living and HUD apartment properties, using expertise to help properties take advantage of efficiencies and cost savings to provide high quality care and resident safety and comfort within resources allotted
- Evaluate capital needs for properties and plan for physical plant and equipment replacement with maintenance department
- Ensure that high quality resident services are being provided at all properties and that buildings are maintained in good condition through the Quality Management process.
- Evaluate safety concerns and monitor property safety committee activities to ensure that safety issues and emergency management needs are immediately addressed at all properties
- Ensure compliance with all OSHA, HIPAA, and labor law requirements at all assisted living and HUD apartment properties, including required logs and postings
- Provide timely response to resident, family, community, and regulatory grievances. Encourage open communication in order to resolve issues and update involved parties on the status of their issues.

Qualified candidates will have:

- 4-6 years' experience managing a HUD/Section 8 housing property or an Assisted Living Residence, Long Term Care or Nursing Home setting; management experience with both HUD Apartment properties and medical care settings highly desired
- Bachelor's degree from an accredited college or university in Healthcare Administration, Gerontology, Nursing, or related field preferred
- Basic understanding of and prior experience with all applicable regulatory requirements for assisted living and HUD/Section 8 housing preferred

What we offer:

- Competitive salary, medical and dental coverage, paid holidays, transportation or parking subsidy
- Training, development, and opportunities to grow your career
- A great team working together toward a mission you can believe in

You will love working in our lower downtown corporate office in a historic Denver building, less than two blocks from Union Station with easy access to LightRail. Every one of our team members is a critical part of our success. Please contact jobs@seniorhousingoptions.org and attach your resume to apply.

Senior Housing Options is an Equal Opportunity Employer (EOE), M/F/H/V.