Job Title: Executive Director
Location: Brigham House Assisted Living Watertown, MA 02472
Hours: Full-time

Job Summary:
The Executive Director is responsible for leading the day-to-day operations of the Community, including full P&L responsibility. The Executive Director plans, implements, and evaluates all aspects of operations, recruits and trains Department Heads. Supervises employees in order to create and maintain a high functioning team environment. Has a direct supervisory responsibility for team members. Maintains high customer satisfaction and ensures a quality-oriented workforce. Complies with all local, state, and federal regulations. Focuses on creating a safe working and living environment.

Duties and Responsibilities:
The following essential functions are the fundamental job duties of the position to be completed with or without appropriate reasonable accommodation.

- Lead the development and implementation of all strategies for the community consistent with HallKeen Assisted Living Communities corporate objectives. Regularly communicates performance with Regional Vice President or Regional Director of Operations.
- Develop and implement successful strategies regarding labor, occupancy, mix, expenses, and quality of services, and review and redirect activity, if necessary.
- Ensure adherence to the Resident's Bill of Rights.
- Interview, hire, orient, train, supervise, discipline and evaluate staff in compliance with EOEA regulations and HallKeen Assisted Living Communities policies.
- Assess resident needs in relation to staff needs as a basis for determining priorities in designing an ongoing evaluation program.
- Comply with all aspects of operations, including personnel practices, in accordance with HallKeen Assisted Living Communities, LLC's policies and federal, state and local regulations.
- Assist in the development of operational budgets and capital requirements, including forecasting and approving all expenses.
- Act as liaison between field operations and corporate office, fostering strong relationships with corporate resources.
- Active in engaging in local community activities. Establishes networks and resources for resident and employee referrals.
- Performs regular review of and make recommendations on all aspects of building construction and preventative maintenance.
- Able to work in various positions at community and willing to fill in as needed.
- Builds a high performing team and maintains a high morale.

- Meets financial management requirements for the community.
- Maintains safe working and living environment in compliance with OSHA and EOEA regulations.
- Performs scheduled marketing activities, resulting in increased census.
- Ensures that move-in and leasing process is complete, accurate, and complies with Fair Housing and EOEA regulations and standards.
- May perform other duties as assigned.

Minimum Qualifications:

- A Bachelor's degree in Business Administration, Healthcare Administration, or related subject is required.
- A minimum of five to seven years related business experience in Skilled Nursing, assisted living, or retirement living facility/community management. Successful history of building sales and meeting financial goals.
- Three – five years' experience in operations management with demonstrated success in meeting financial goals specific to retirement living, assisted living, long term care or related fields such as hospitality.
- Demonstrated success in operating or maintaining a quality, customer service workforce.
- Experience in recruiting and training others.
- Understanding of facilities management.
- Solid performance management skills, including the ability to communicate performance expectations, document performance conversations, coach and document performance issues and complete performance management expectations as guided by the company.
- Basic knowledge of computer systems, particularly Microsoft Excel and Word.
- Licensed as an administrator for assisted living in states requiring such a license.
- Valid driver's license.

Benefits:

Full time position offers a competitive benefit program to include Medical, Dental, Vision, Health FSA, Dependent Care FSA, Short-Term Disability, Long Term Disability, Life Insurance, Home and Auto Discount program, Vendor Discount Program, 401(k) with matching contribution, Accrued Vacation, Sick, and Personal time and Paid Holiday Benefit. Employee referral bonus, and resident referral bonus.

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