



Position Title: Executive Director Specialist

Location: Windrose Assisted Living Memory Care at Weymouth, MA 02190 and Woburn, MA 01801

Hours: Full Time

Department: Administration

Reports to: Regional Director or Regional Vice President

Status: Exempt

Job Summary:

The Executive Director Specialist is responsible for leading the day-to-day operations of the Community assignment or Campus assignment, including full P&L responsibility. The Executive Director Specialist plans, implements, and evaluates all aspects of operations. Recruits, trains, and supervises community leadership positions, and associates. This position may also be assigned to a focus community to support operational change and outcomes and partner with community Executive Director.

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 and tactics for the community consistent with HallKeen Assisted Living Communities, LLC's 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.
- Insure adherence to the Resident's Bill of Rights.
- Interview, hire, orient, train, supervise, discipline and evaluate staff in compliance with Federal and State regulation.
- Ensure safe Operational practices, 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.
- Builds strong relationships with corporate resources.
- Responsible for all Quality Assurance and Quality Improvement
- Is active in local community activities. Establishes networks and resources for resident referrals.
- Performs regular reviews of and makes recommendations on all aspects of building safety and preventative maintenance.
- Able to understand the requirements of the respective community departments and be willing to intervene and support as needed.
- Build a high performing team and keeps morale high.
- Meet financial management requirements for the community.
- Maintains safe working and living environment in compliance with OSHA and EOEA regulations.
- Support and provide sales and occupancy goals including scheduled marketing activities, to achieve occupancy goals.
- Ensures that move-in and leasing process is complete, accurate, and complies with Fair Housing and EOEA 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, 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 operational quality, resident centered workforce.
- Experience in recruitment and training.
- 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 in accordance with policy.
- Strong knowledge of computer systems, particularly Microsoft Excel and Word.
- Licensed/eligible for licensure as an AL Administrator.

Required Behavior:

- Exhibit good judgment in leading community team to meet business objectives and job requirements.
- Demonstrate ability to assess and professionally resolve problems that arise in day-to-day operations. Able to use lead with professionalism in all situations that arise.
- Able to define realistic, specific goals and objectives for the community and team. Able to define individual tasks, contributions, and deliverables necessary to meet those goals.
- Able to clearly present and communicate information to the necessary level of detail even under demanding conditions.
- Builds and maintains productive, work-focused relationships with team, residents, and their families, corporate, regional and divisional resources and within the community.
- Able to work non-traditional hours as needed
- Participate in outside networking events in the surrounding community to foster excellent working relationships with outside referral sources.

Physical Demands:

- Physically able to move at least 20 lbs. without assistance.
- Physically able to bend, reach, and work in small areas.
- Physically able to push and pull equipment and furnishings.

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.

If you are interested in applying or know someone to refer for the position please e-mail resume to Charlene Borthwick at cborthwick@Hallkeen.com