

HALLKEEN ASSISTED LIVING COMMUNITIES

Job Title: Assistant Executive Director

Location: Maple Ridge Memory Care Essex, VT 05452

Hours: Full Time

Job Summary

Assistant Executive Director will assist Executive Director to oversee the overall management and the day-today operation of Community. The Assistant Director is the second in charge of the building and supervises the staff when the Executive Director is not in the building.

Principle Duties and Responsibilities

- Assist the Executive Director in effectively managing the community in all of its daily operations.
- Assume all responsibilities associated with accomplishing community objectives in the Executive Directors absence including the implementation of policies and procedures.
- Assist with planning, implementing and evaluating all aspects of operations
- Oversee customer service, resident relations, and assisting with management of all departments.
- Manage inquiry calls, tours and follow up activities to generate move-ins that grows unit occupancy to meet budgeted expectations and /or stabilizes high unit occupancy (above 95%).
- Manage and maintain professional relationships in the local area through face-to-face professional meetings, tours and events that will generate appropriate inquiry referrals resulting in move-ins for the community
- Manage account receivable/collect rent and follow-up on delinquencies
- Manage the facility to the Residential Care Regulations and ensure all departments are within regulations. Assist with Executive Director to develop, implement, and supervise annual budget.
- Oversee payroll process and manage as needed and in the absence of the Business Office Manager
- Assist in all Human resources areas including initial orientation with the Business Office Manager.
- Assist in family meetings as needed. Be available to families and residents
- Hire and supervise employees, ensuring adequate staffing while ensuring continuity and consistency in delivery and quality of services.
- Manage compliance with in-service regulations
- Communicate and follow up with residents, families, corporate office via telephone, email and fax
- Identify any unsafe working or living conditions for employee or residents
- Oversee and assist in departments as assigned.
- Assist with marketing as needed
- May perform other duties as assigned

Required Behavior

- Able to influence the actions and opinions of others in a desired direction. Exhibits judgment in leading others to meet worthwhile objectives.
- Able to take action in solving problems while exhibiting judgment and a realistic understanding of the issues. Able to use reason, even when dealing with emotional topics.
- Able to define realistic, specific goals and objectives. Able to define task and deliverables necessary to meet goals.
- Able to clearly present information through the spoken word. Can accurately communicate, providing the necessary level of detail even under stressful or demanding conditions
- Able to relate to routine operations in a manner that is consistent with existing solutions to problems. Conforms to and communicates established policies and procedures.
- Builds and maintains productive, work-focused relationships with team, residents, their families, corporate, regional and divisional resources and within the community.
- Able to work with people in such a manner as to build high morale and group commitments to goals and objectives.
- 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 50 lbs. without assistance.
- Physically able to bend, reach, and work in small areas.
- Physically able to push and pull equipment and furnishings.
- Physically able to stand and to work on hands and knees for long periods of time.

If you are interested in applying or know someone to refer for the position please e-mail resume to kmunzir@mapleridgessex.com