CHELSEA SENIOR LIVING
POLICIES AND PROCEDURES

JOB DESCRIPTION

JOB TITLE: EXECUTIVE DIRECTOR

SHIFT: DAYTIME

REPORTS TO: VICE PRESIDENT OF OPERATIONS

GENERAL MISSION OF EACH EMPLOYEE:

Work as a team member with other staff members to consistently maintain a kind, caring, and respectful attitude towards residents, residents' families, guests and fellow staff. Be sensitive to the special needs of seniors and demonstrate a genuine caring attitude. Encourage residents' maximum independence, promote residents freedom of choice and individuality and respect the privacy of all residents.

All shifts and job responsibilities may be subject to flexible schedules to accommodate the needs of the residence on an as needed basis. This includes the rotational coverage of weekends, holidays and emergencies where the resident care needs will dictate staff schedules and duties. Under unusual circumstances employees may be required to directly assist with the provision of care and service to the residents including but not limited to transportation, activities and other non-skilled, non-technical services. All staff members must attend in-service educational sessions and other knowledge, skill and competency developmental opportunities as required.

All staff members are asked to speak only English in all resident and family areas unless interpreting for a resident or family. All staff members will knock first before entering a resident's apartment, unless in an emergency situation. All staff members will consistently apply Universal Precautions and follow all applicable safety standards in the residence.

SUMMARY:

Plans for and administers the managerial, operational, fiscal and reporting components of the Chelsea Residence. Develops, implements and enforces all policies and procedures. Ensures that the concepts of assisted living are practiced by all staff members to promote aging in place in a homelike environment.

DUTIES AND RESPONSIBILITIES:

1. Understands, embraces and works towards the successful achievement of the mission of The Chelsea.
2. Carries out managerial responsibilities in accordance with organization's policies and procedures and applicable laws, including interviewing, hiring and training employees, assigning and directing work and appraising performance. Sets, maintains, communicates and holds staff accountable for high standards of achievement.
3. Coordinates outside consultants and maintains service contracts; establishes and maintains liaison relationships and communications with the community, community hospitals, social and mental health service agencies.
4. Monitors staffing levels; ensures the provision of staff orientation and staff education; sets standards for qualifications of employees and establishes personnel policies; regularly reviews competence of staff; assures the maintenance of necessary personnel records.
5. Ensures that an accurate updated census of the residence is maintained.
6. Advises Vice President of Operations of significant occurrences outside of the normal operating routines of the residence.
7. Assists Vice President of Operations in the formulation and achievement of The Chelsea mission, long and short-range objectives, and policies and procedures of the residence. Provides advice, guidance, direction and authorization to meet these established goals.
8. Leads staff through sound management practices to plan, organize, direct, communicate, delegate, control and motivate others in achieving the objective of the residence. Designs and implements an organizational structure formulated to facilitate achievement of the residence mission.
9. Develops a culture of excellence; demonstrates leadership skills using managerial skills; serves as a personal role model.
10. Establishes, monitors and enforces internal policies, procedures and plans to endure compliance with all applicable federal, state, local and regulatory agency requirements.
11. Reviews operating results of the organizations; compares them with established objectives and ensures that appropriate measures are taken to correct unsatisfactory results.
12. Plans and directs all investigations and negotiations.
13. Assists in the development of annual overall and departmental budgets; reviews expenditures monthly for comparison with budgets; reviews and approves all invoices for payment.
14. Meets with Department Heads periodically to discuss general and departmental issues and find solutions to problems.
15. Takes an active role in industry issues on local, state and national level; regularly attends outside meetings to participate in industry issues.
16. HIPAA Compliance Officer for the residence and is responsible for establishing and maintaining accountability for privacy at the residence.
17. Maintains confidentiality of all residents at all times.

18. Other duties as assigned.

SUPERVISORY RESPONSIBILITES:

Directly supervises all Department Heads; responsible for the overall direction, coordination and operation of the residence; carries out supervisory responsibilities in accordance with the organization, policies and applicable laws. Hours and schedule vary according to the needs of the Residence.

QUALIFICATIONS:

The qualifications listed below are representative of the knowledge, skills, and/or abilities required to perform the job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:** Bachelors Degree. Five years supervisory experience.
- **Language Skills**: Able to read, write and interpret common scientific and technical journals and legal documents. Able to respond to common inquiries from residents, residents' families, staff, regulatory agencies or members of the community. Able to effectively present information to top management public groups and/or boards of directors.
- **Mathematical Skills:** Able to work with mathematical concepts such as probability and statistical inference; able to apply concepts such as fractions, percentages, ratios and proportions to practical situations.
- **Reasoning Ability:** Able to define problems, collect data, establish facts and draw valid conclusions. Able to interpret a variety of instructions furnished in written, oral, diagram or schedule form. Able to deal with a variety of abstract and concrete variables.
- **Physical Demands:** Able to make rounds in the residences. Able to handle objects, tools or controls. Able to regularly push, lift and/or move up to 50 pounds. Able to see and hear, stoop, bend and reach. Able to smell odor in order to ensure resident safety.
- **Certificates, Licenses, Registrations:** Current NJ Nursing Home Administrators License or Current NJ Assisted Living Administrator Certificate
- **Current CPR and First Aid Certification.**

WORK ENVIRONMENT:

The noise level in the work environment is usually moderate. The employee may be occasionally exposed to infectious diseases.
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.