


Lutheran Services Carolinas Job Description

Job Title: Administrator/Executive Director
Supervisor (title): Chief Operations Officer – Senior Services
Department: Operations
Approved by: B. Welch  **Date:** 09/11/2014

Position Purpose/Summary:

The Administrator/Executive Director is responsible for the daily operation of the facility, maintaining the highest standards of quality service in compliance with all applicable laws and regulations as well as corporate policies. The Administrator/Executive Director will provide additional support and assistance, in collaboration with the Chief Operating Office, on various projects or tasks

Essential Functions: *(Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions).*

1. Assure the appropriate employment, training, supervision, and termination of personnel as expressed in official employment practices of Lutheran Services Carolinas.
2. Coordinate the provision of services to residents in consistent manner to assure that provisions of care are appropriate to resident needs.
3. Assist in development of budget recommendations, appropriately involving supervisory staff. Manage and control operational costs as defined in the annual budget and insure the conduct of sound fiscal practices.
4. Oversee the physical assets of the nursing facility and assure their timely, proper maintenance.
5. Assist in establishing necessary policies, procedures, and practices to direct management, supervisory and regular staff in completion of their duties. Direction and guidance provided shall be in compliance with corporate policies and applicable government regulations.
6. Ensure an effective marketing and public relations program in the local community that projects a positive image of Lutheran Services Carolinas and the local facility.
7. Adopt and utilize current job descriptions and skills validation checklist. Maintain assignments and schedules for all positions in the facility.
8. Inform all employees of applicable corporate and facility policies and procedures, employee rights and responsibilities, and all benefit opportunities.
9. Insure the proper documentation of resident care/services, business activities, and employee performance.
10. Appropriately designate authority and responsibility to management personnel to act in the absence of the Administrator/Executive Director and/or in the event of emergencies.
11. Assure confidentiality regarding resident and employee records information as applicable.

12. Adopt New Pathways and Just Culture initiatives.
13. Assure pre-admission and admission documents of prospective residents to establish appropriateness of placement.
14. Promote and expect exceptional customer service.
15. Build relationships with donors and potential donors in order to encourage their support of local and organization-wide LSC ministries.
16. Complete such other duties as may be necessary for the orderly operation of the facility or other tasks assigned by the Chief Operating Officer of LSC Management, Inc.
17. Perform tasks or projects in collaboration with the Chief Operating Officer.
18. Support and assist facility operations as needed at the direction of the Chief Operating Officer.

Other Specific Duties: The Administrator/Executive Director is responsible for appropriate interaction with governing Board(s), management personnel, and regulatory agencies for maintaining (productive) relationships with constituencies of the facility. These duties include:

19. The timely submission of required reports to Boards, management personnel and government agencies.
20. Responsible for an effective resource development and marketing program to raise friends and funds for LSC.
21. Provision of a safe physical environment equipped and staffed to maintain the facility and services.
22. Attendance at designated LSC meetings and functions.
23. Coach and mentor supervisory staff.
24. Assure appropriate regular communications with constituent groups and individuals (i.e., resident families, volunteers, ELCA pastors and congregations, community groups, etc.).
25. Adopt and assure Disaster Plans are practiced and agreements are up to date for evacuation.

Supervisory Responsibilities, if any:

Director of Nursing, Environmental Services Director, Food Services Director, Life Enrichment Director, Social Worker, Admissions/Marketing Director

Qualifications (Minimum Job Requirements): *The requirements listed below are representative of the knowledge, skill, and/or ability required for the job:*

Education: B.A./B.S. degree

Experience: Administrator in Training.

Specific skills/abilities: Proficient in the use of Microsoft Office Word, Excel, PowerPoint, Outlook; and other programs utilized by LSC; including Electronic Medical Records.

Specialized knowledge, licenses, etc: Current licensure as a nursing home or assisted living Administrator/Executive Director

Preferences (Optional):

1. Formal training in business administration or social services.
2. A minimum of two years of experience as an Administrator/Executive Director.
3. Knowledge of and the ability to relate effectively to the constituencies of LSC.
4. The ability to establish and maintain a high profile and positive image of LSC, in the community of the facility.

Working Conditions/Physical Requirements:

1. Office conditions apply; sitting at desk and in front of computer for extended periods of time.
2. Ambulatory throughout all areas of the facilities.

This job description is not an employment contract. Lutheran Services Carolinas reserves the right to alter the job description at any time without notice.

Employee Signature

Date

Supervisor Signature

Date

Employee signature constitutes employee's understanding of the requirements, essential functions and duties of the position.