

StoneCreek Communities is seeking an established candidate to join our growing team as the Senior Living Executive Director to oversee our portfolio of senior communities in Evansville, Indiana. Our existing portfolio currently offers established independent senior living and is expanding to offer continuum care at our brand-new community, which will be opening in the fall of 2021.

Responsibilities Include, But Are Not Limited To:

- Implement effective and efficient initiatives that demonstrate compliance with current Federal, State and Local regulations ensuring the highest degree of quality care
- Conduct and administer fiscal operations, including accounting, planning budgets, authorizing expenditures, establishing rates for services and coordinating financial reporting
- Ensure continuity and consistency in delivery of quality services
- Oversight and participation of day-to-day operations within the communities
- Recruit, educate, schedule, evaluate, mentor and inspire team members
- Lead Marketing and Sales efforts to increase census growth through community relations
- Plan, develop, organize, implement, evaluate, and direct community programs and activities
- Responsible for overall regulatory compliance and quality of care
- Serve as primary liaison between residents, family and within communities
- Implement established policies and procedures, educate support staff as indicated
- Maintain a safe work environment
- Create and maintain a positive environment which enhances resident, family and employee satisfaction

Candidate must have a passion to serve seniors and show a proven track record of excellent customer service skills. Must have a valid driver license, good driving record, and current auto insurance. Must meet all health requirements, including TB testing and pass company and state required background checks.

Personal Characteristics and Skills:

1. Communicates effectively with all levels of management, employees and outside contacts
2. Possesses the ability to make independent decisions when circumstances warrant such action
3. Possesses the ability to deal tactfully with personnel, residents, family members, visitors, government agencies and the general public
4. Possesses leadership ability and the willingness to work harmoniously with, and supervise all community personnel
5. Must have patience, tact, cheerful disposition and enthusiasm, as well as be able to provide superior service to our customers, who may exhibit varied levels of physical, mental and emotional functioning capacity
6. Possesses the ability to seek out new methods and principles and be willing to incorporate them into existing practices
7. Willingness to work beyond normal working hours, and in other positions, when necessary
8. Ability to manage and resolve conflicts through effective communication with employees, residents and their families, when applicable

Education & Experience:

- Must be able to read, write and speak the English language.

- A bachelor's degree in Hospital Administration, Business Administration or other health degree is preferred.
- Desirable to have a certification of management training.
- Must have, as a minimum, three (3) years' experience in a supervisory capacity in a health related facility.

License/Certification:

- Administrator license (Preferred)
- CPR/First Aid Certification (Preferred)

Benefits:

- 401(k) matching
- Health insurance
- Dental insurance
- Vision insurance
- Employee assistance program
- Flexible spending account
- Life insurance
- Paid time off
- Paid Birthday off
- Referral program
- Parental leave
- Education reimbursement opportunities
- Employee discount benefits

Supplemental Pay:

- Bonus pay

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

While performing the duties of this job, the employee is regularly required to stand, bend, talk and hear.

The employee is frequently required to walk. The employee is occasionally required to climb stairs. The employee is frequently required to use hand and fingers to touch, handle and feel, and required to reach with hands and arms. The employee must be able to lift and/or move objects up to 25 pounds. Must be in good general health and demonstrate emotional stability. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Location:

- 3 locations

This Job Is Ideal for Someone Who Is:

- Dependable -- more reliable than spontaneous
- People-oriented -- enjoys interacting with people and working on group projects
- Adaptable/flexible -- enjoys doing work that requires frequent shifts in direction