



POSITION TITLE:	ASSISTANT DIRECTOR – SENIOR LIVING COMMUNITY
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POSITION SUMMARY:	Assists with management of the day-to-day operations of the building. Assists in the compliance with all laws, rules, regulations, policies and procedures. Assists in the oversight of property management, personnel administration and provision of Resident services. May act as the ED for a specified period of time, with potential for career growth to ED status.
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REPORTS TO:	EXECUTIVE DIRECTOR
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POSITION RESPONSIBILITIES:

A. Resident Services
1. Assists with implementation of policies and procedures.
2. Assists with assessing Residents on a timely basis.
3. Assists Residents to participate in self-governance activity through Resident Council and committee meetings.
4. Acts as an advocate for Residents; assists in maintaining communication with designated agents as requested and required.
5. Assists in assuring quality of Resident services.

B. Employee Partner Administration and Supervision
1. Directly supervises the employees of the Assigned departments and is responsible for budget forecasting and oversight related to these departments.
2. Assists with supervision, orientation and training of all other Employee Partners.
3. Assists in administration of wages/benefits for staff, assurance of accuracy of personnel records and in the approval process for payment for work performed.
4. Assists with implementation of all employment policies and procedures.
5. Assists in ensuring staff adhere to all policies and procedures, all work, safety and administrative rules.

C. Marketing
1. Assists with processing move-in/move-out of new Residents.
2. May assist with marketing events.

D. Property Management
1. Assists in assuring building, Residents units, common areas and adjacent grounds are maintained by working with Executive Director.
2. Assists in assuring safety and security of buildings, contents, and inhabitants (Residents, staff, visitors).



E. Financial Management
1. Assists in assuring all financial and administrative records are properly maintained (e.g. AP, AR, billing, petty cash, etc.)

F. Administrative Management Assistance
1. Assists in administering, coordinating and directing all activities in accordance with policies and procedures.
2. Assists in assuring compliance with all laws, rules and regulations.
3. Assists in assuring quality of all goods and services provided.
4. Assists in maintaining and providing all data as requested and required.
5. Participates in professional and community organizations as appropriate.
6. Performs other duties as assigned.

EMPLOYMENT REQUIREMENTS:
1. Ability/willingness to perform all position responsibilities adequately.
2. Ability to effectively supervise and provide leadership.
3. Ability to learn, utilize and apply basic management principles.
4. Ability to communicate and work with all levels of company personnel effectively.
5. Ability to recognize and communicate problems appropriately.
6. Ability to relate to the public, Residents, families, staff, and other professionals appropriately.
7. Ability to maintain accurate records and provide information as requested and required.
8. Ability to communicate in English well, verbally and in writing.
9. Ability to work flexible hours to meet requirements of the job and be on call.
10. Ability to perform tasks in a neat, thorough, timely manner.
11. Ability to lift up to 50 pounds, 30 pounds regularly.
12. Maintains car in good working order, current drivers license and current auto insurance.
13. CPR/First Aid certified.
14. Position may require some travel to assist with training and coverage at other locations.

TRAINING AND EXPERIENCE:
Experience in managing a program or residence for older adults preferred. Supervisory experience preferred. Knowledge of and interest in working with older adults required. CPR/First Aid Certificate.



EDUCATION:

Minimum Bachelor's Degree Preferred. Attendance at mandatory in-service training. Maintain CPR/First Aid Certification. Meet in-service training hours required for job classification and position.

Salary Status:

Salary Commensurate with Experience includes Accommodation at Site, Meals, Bonus and Medical Insurance