

Northwest Colorado Health

Director of The Haven

General Statement of Duties:

An exempt, executive position which, plans, directs, and supervises the Haven Assisted Living facility. The Director of the Haven shall be responsible for the overall operation, daily administration, management and maintenance of the facility.

Supervision Received:

Reports to the Chief Operating Officer as well as the West Routt Rural Health Council Board.

Supervision Exercised:

Directly and indirectly supervises and manages The Haven staff.

Essential Functions:

1. Is responsible for the overall quality of resident care provided by the assisted living residence.
 - Responsible for the day to day delivery of services to ensure residents receive the care that is described in the resident agreement, the comprehensive resident assessment and the resident care plan.
 - Follow all guidelines for the evaluation, admission, continuing care and discharge of residents. Resident admission procedures may be delegated, but the decision to admit rests with the Director.
 - Assure compliance with the Colorado Department of Health's Chapter VII and Chapter VIII *Rules for Assisted Living Residences and Alternative Care Facilities*.
 - Comply with all applicable federal, state and local laws concerning licensure and certification.
 - Perform all duties and prepare all forms necessary to maintain the licensure of The Haven.
 - Development and implementation of policies and procedures concerning the operations of the facility.
 - Leads the Haven Performance Improvement Quality Assurance Committee; including policy and quality measure review.
 - Acts as a liaison between the Haven and Agency Leadership and Board of Directors.
 - Prepares reports for the WRRHC scheduled meetings
2. Responsible for the overall management of employees.
 - Employ, train and supervise qualified employees
 - Manage employee performance and safety
 - Providing continuing education for all Haven employees

- Assure compliance with State training and record keeping rules
 - Coordinate and facilitate staff meetings
 - Establish and maintain a written organizational chart to ensure there are well-defined lines of responsibility and adequate supervision of employees
 - Appoint and supervise a qualified designee who is capable of satisfactorily fulfilling the administrator's duties when the administrator is unavailable. When a qualified designee is acting as administrator, there shall be at least one other staff member on duty whose primary responsibility is the daily care of residents.
 - The administrator or qualified designee shall always, whether on or off site, be readily accessible to staff.
3. Organizing and directing the assisted living residence's ongoing functions including physical maintenance.
 - Oversee the general building and grounds maintenance for the facility.
 4. Establishes relationships with potential partners; seeks out strategic formal or informal affiliations as appropriate.
 - Conducts outreach activities and in person meetings with referral sources both current and researches additional markets for referrals.
 - Encourage working relationships with outside agencies committed to the furtherance of quality of life for seniors.
 - Review the marketing materials and information published to ensure consistency with the services actually provided by the Haven.
 - Participate in local and State workshops and conferences when relevant to the operations of The Haven.
 3. Recommends and implements the budget, maximizing opportunities to improve upon projections. Evaluates program for viability and recommends change accordingly.
 - Review and approve financial revenue and expenditures.
 - Participates in the annual budgeting processes and make recommendations for adjustments as needed.
 - Monitors billings and collection activities, securing revenue.
 - Managing the business and financial aspects of the assisted living residence which includes working with the licensee to ensure there is an adequate budget to provide necessary resident services.

This description of responsibilities is intended to provide only basic guidelines for meeting each responsibility. Additional responsibilities may be added, as appropriate. Perform duties necessary for the smooth, efficient operation of the facility.

Education and Experience:

Bachelor's degree in a health related area, business administration, or related field preferred and three to five years of management experience required. At least one year of

experience supervising the delivery of personal care services that include activities of daily living.

Requirements:

1. If car is used, must provide proof of adequate insurance coverage totaling at least \$300,000 and valid Colorado driver's license.
2. Current immunization history, after job offer and before starting job.
3. Must be at least 21 years of age.
4. Must have a current and valid Driver's License
5. Must successfully complete a program approved by the Colorado Department of Health and Environment (Assisted Living Administrator Training). An administrator training program should be completed before assuming an administrator position. Written proof regarding the successful completion of such training program shall be maintained in the administrator's personnel file. Competency testing shall be performed to demonstrate that the individual trained has a comprehensive, evidence-based understanding of the regulations and topics.
6. Shall be required to have a tuberculin skin test in accordance with the rules and regulations of Chapter VII Assisted Living Residences.
7. Must undergo a State fingerprint check with notification of future arrests from a criminal justice agency designated by the Colorado Department of Health.
 - a) If an administrator applicant has lived in Colorado for more than three years at the time of application, the assisted living residence shall request the criminal history record check from the Colorado Bureau of Investigation (CBI).
 - b) If an administrator applicant has lived in Colorado for less than three years at the time of application, the assisted living residence shall request the criminal history record check from the Federal Bureau of Investigation through the CBI.
8. Must possess a working knowledge of basic office procedures and filing systems, with computer skills in word processing and record keeping.
9. Must possess professional business language skills (spoken and written)
10. Must maintain a willingness to continue training pertinent to the job.
11. Must possess a keen interest in senior citizens, their interests, particular problems, and health concerns thereof.

Skills:

1. Supervisory skills.
2. General office skills.
3. Budget preparation and reporting.
4. Public speaking and public relations

Knowledge:

1. Knowledge of the assisted living program and associated rules and regulations.
2. Knowledgeable and skilled in community education, public relations, management of staff, and communication.

Abilities:

1. Must be able to coordinate The Haven team to meet resident's needs.

2. Ability to develop, coordinate and implement long range plans, business and marketing plans; and facilitates day to day operations.
3. Provides a positive approach to discerning opportunities for improvement or change, taking advantage of the situations, and functioning as a change agent.
4. Must be able to embrace the Agency's vision and mission, strategic plan, and direct programs in alignment with these.

Equipment:

1. Daily use of telephone, copier, and other office equipment.

Working Conditions:

1. Position is in a well lighted, accessible office environment, and involves sitting approximately 90% of the day, walking or standing the remainder.
2. This position meets the criteria for Category 3 of OSHA's guidelines for exposure to biohazards.

This description is intended to describe the essential job functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.

I, _____ acknowledge that on this date, I have received the following job description for my present position.

Signature of Employee: _____ Date: _____