

Buckner Retirement Services, Inc.

OPEN POSITION POSTING

Opening Date: June 4, 201

Closing Date: Until Filled

Position Title: Executive Director

Position Status: Regular Full-Time

Department/Division: Administration

Location: Westminster Place/Longview, Texas

BASIC FUNCTION:

Responsible for the administration, direction, financial management, implementation of policies and procedures, and coordination of all activities and functions of the retirement campus, and must meet and carry out the policies established by the Board of Directors and management. Responsible for operations of the Green Houses as the "Guide". Also responsible for all campus regulatory compliance and must ensure care provided to residents is appropriate.

Position description/objective:

- *1. Develop and monitor policies and procedures that support the provision of quality care for residents; assure policies and procedures are in compliance with legal and regulatory bodies and with established corporation policies and procedures.
- *2. Responsible for all campus business operations; control and utilization of the physical and financial resources including capital assets; effective management of campus budget; monitor campus income and expenses and make appropriate adjustments as necessary; promote services and programs that are cost effective and attain established quality goals.
- *3. Ensure attainment of campus goals through effective utilization of human and financial resources; maintain campus in compliance with all Human Resources policies and procedures, legal and regulatory requirements, and established corporation policies and procedures.
- *4. Participate in annual budget process, manage budget effectively, and approve expenditures. Manage program resources to insure they are used efficiently and appropriately.
- *5. Responsible for maintaining accurate business records including all financial transactions, collection of accounts receivable, and accounts payable.
- *6. Assist, guide, and support team leaders with employee selection, review, evaluation and termination; approve all hiring and termination decisions; conduct regular staff meetings.
- *7. Assist management in strategic planning and direction for campus business operations; evaluate results, identify opportunities; initiate improvement, and measure performance against objectives.
- *8. Review and effectively react to reports from authorized inspecting agencies; report all contact with regulatory bodies or inspecting agencies to the Vice President.
- *9. Advise Vice President of any potential problems that may have an adverse impact on the campus or corporation. Prepare responses to regulatory body claims and attend hearings.

- *10. Responsible for overall campus operations to ensure operations are effective and efficient including timely and effective resolution of all issues and problems; ensure effective organization through appropriate departmentalization and delegation of duties; provide current organizational chart to Vice President; establish and maintain formal systems of accountability through effective organizational structure.
- *11. Ensure all business and client records are maintained in compliance with all corporation policies and procedures, state and federal laws, and regulatory requirements. Maintain confidentiality of all business related information and data and control release of confidential information and data from release to all unauthorized persons or entities.
- *12. Timely respond to family and elder concerns or complaints; communicate results; investigate reported incidents and complete incident reports immediately.
- *13. Lead new effort in Green House in compliance with national Green House policies.
- *14. Perform Guide duties as required by Green House organization.
- *15. Oversee the interviews for admission inquiries.
- *16. Make daily rounds at facilities; observe meal services; visit with elders; communicate feedback to staff.
- *17. Assess risks and opportunities for new campus programs and assist to identify improvement options for current programs.
- *18. Monitor trends and changes in practices and legislation on state and federal level for retirement industry and communicate such to Vice President.
- *19. Review and evaluate census reports and development programs, overtime reports and monthly financial statements to evaluate status of business operations, direct correction as needed and as appropriate.
- *20. Attend campus events as needed and/or directed.
- *21. Effectively develop and maintain relationships with donors, churches, and other agencies.
- *22. Cultivate and monitor relationships with outside service providers, consultants, agencies and organizations to develop relationships to enhance the delivery of services to clients.
- *23. Support and represent Buckner at local community constituencies, special events, meetings, seminars, activities, professional organizations, government agencies and other assigned functions as directed.
- *24. Liaison to community; speaks in public on behalf of Buckner.
- *25. Develop emerging leadership through professional growth and development.
- *26. Interact with outside consultants, agencies, and organizations to develop relationships to enhance the delivery of services to clients and families.
- *27. Work successfully as a part of a team and be responsible for developing then maintaining strong working relationships with co-workers.
- *28. Attend educational seminars to maintain license; attend Buckner and association meetings.
- *29. Travel as needed to monitor, assess and help develop programs.
- *30. Perform general office tasks as required.
- 32. Perform special assignments, projects, and other duties as required.

Numbers 1-10,12-17, 19, 23, and 27 are considered Primary Duties for this job.

* Indicates essential functions of the job.

Required skills and experience:

1. Requires in-depth understanding of a comprehensive field of knowledge. Involves ability to define problems, draw conclusions and make decisions dealing with abstract variables. This field of knowledge is normally associated with the attainment of a Bachelor's Degree in a related field with emphasis on long term care. Requires a minimum 5+ years successful experience in long term care management and 5+ years proven business management experience.
2. Bachelor's degree in a related field or emphasis on long term care required. Requires a current license as an administrator from the Texas Department of Licensure of Nursing Home Administrators.
3. Requires proficient ability to speak, read and write English.
4. Requires ability to speak clearly and make self understood effectively in face to face interactions; articulate with accuracy to speak on the phone.
5. Requires ability to hear and receive verbal instructions, answer phones, communicate with people in situations with some background noise.
6. Requires knowledge of the laws and regulations governing the agency and employees.
7. Requires ability to relate positively, influentially, and sensitively to a broad spectrum of persons in a variety of multi-tiered relationships and settings to include but not limited to clergy, laity, institutional staff/faculty, various organizations, churches of all sizes, cultural identities, board and council members.
8. Requires proficient ability to plan, administer, and report budgets.
9. Proficient working knowledge of budgetary management and development of policies and procedures required.
10. Requires ability to provide strategic and logistical planning and facilitate meetings, conferences, workshops, and retreats as required.
11. Requires ability to effectively manage personnel; requires administrative skills to include but not limited to staff selection, development, motivation, scheduling, and evaluation.
12. Requires ability to travel to various geographic locations and some overnight stays.
13. Requires ability to drive assigned vehicle(s) or personal vehicle, with appropriate state license, following all laws applicable; must provide proof of liability insurance and must be eligible to be insured under Buckner's insurance policy. Must be age 21 or older to drive on behalf of Buckner.
14. Requires ability to maintain confidentiality.
15. Requires proficient ability to exhibit detail-oriented skills necessary to understand and manage a wide-range of information.
16. Proficient working knowledge and ability to accurately and timely operate and perform computer related tasks with specific equipment and software applications required.
17. Requires commitment to Christian principles and teachings both professionally and personally.
18. Requires ability to use up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or 10 pounds continuously to move objects.
19. Requires ability to walk, stand and sit, sometimes for prolonged periods of time. Requires ability to grasp, pull, push, carry or otherwise manipulate objects.
20. Requires sufficient good health to properly discharge duties.

POSITION CRITICAL SKILLS:

1. Planning and Organizing. Establish a course of action for oneself and/or others to accomplish specific goals. Plan proper assignments for personnel and appropriately allocate resources.
2. Leadership. Create and communicate a clear a vision/ goal, gain alignment with appropriate stakeholders, and foster a supportive climate that will achieve the desired results.
3. Project/Program Management: Effectively direct and integrate all aspects of a project or program, ensure that work progresses toward achieving goals and objectives.
4. Self management. Demonstrate self-control and an ability to manage time and priorities. Make sound decisions even under pressure.
5. Communication. Clearly express ideas, either verbally or in writing, to include but not limited to grammar, organization, and structure.
6. Research. Effectively identify, collect, organize, and document data and information in ways that make the information most useful for subsequent assessment, analysis, and investigation.
7. Willingness to Learn. Assimilate and apply new job-related information promptly.
8. Creative & Innovative Thinking. Develop innovative ideas that provide solutions to all types of workplace challenges. Involves adapting traditional or devising new approaches, concepts, methods, models, designs, processes, technologies, and/or systems. Includes a willingness to take fresh perspectives and risks in his/her thinking and seeking out fresh ideas from a wide variety of sources.
9. Ethics & Integrity. Consistently earn the trust, respect, and confidence of coworkers and customers through consistent honesty, forthrightness and professionalism in all interactions. Includes meeting commitments and promises.

POSITION CRITICAL BEHAVIORS:

1. Team Player. Work effectively with others in the organization and outside the formal lines of authority (i.e., peers, other units, senior management, and the like) to accomplish organizational goals and to identify and resolve problems. Includes considering the impact of your decisions on others.
2. Critical Thinking. The ability to actively and skillfully conceptualize, apply, analyze, synthesize, and/or evaluate information as a guide to belief and action.
3. Bias for Action. The propensity to act or decide without customary analysis or sufficient information to achieve critical goals or objectives. Includes responsible risk-taking.
4. Self-Starter. Demonstrate initiative to take action to achieve goals beyond what is necessarily called for. Includes the ability to work in a less structured environment.
5. Customer Service Orientation. Make efforts to listen to and understand the customer (both internal and external), anticipate customer needs and give high priority to customer satisfaction.
6. Self-Confidence. Demonstrate initiative, confidence in oneself, resiliency and a willingness to take responsibility for personal actions. Have the courage to voice views that are unpopular
7. Thoroughness. The ability to balance an attention to detail with the cost and benefit of doing so.
8. Adaptability. Maintain effectiveness in varying environments, tasks and responsibilities, or with various types of people. Stay agile in the face of change.

**Contact: Corporate Human Resources
600 N Pearl Street
Suite 2000
Dallas, Texas 75201**

**Fax 214-758-8159
resume@buckner.org**

Buckner Retirement Services is an Equal Opportunity Employer.