

Walton Home Executive Director

Walton Retirement Home is an affordable, non-profit community for assisted and independent living where residents and their families are cherished. Christian principles guide the love and support we provide.

The Executive Director of Walton Retirement Home has a very important role in the health and happiness of both our staff and our residents. The Director plans, organizes, and directs the day-to-day operations of the organization ensuring full compliance with the laws, rules, regulations, and guidelines for Assisted Living and Residential Care Facilities set forth by Federal, State and local rules and regulations. The Executive Director must be committed to the mission of Walton Retirement Home.

This position is a full-time salaried position with an average commitment of approximately 50-55 hours a week.

Required Education/Experience:

- Be licensed as a nursing home administrator as described in Chapter 4751. of the Ohio Revised Code **OR** meet one of the following criteria at the time of employment:
- Have three thousand hours of direct operational responsibility for a senior housing facility, health care facility, residential care facility, adult care facility or any other group home licensed or approved by the state
- Have successfully completed one hundred credit hours of post high school education in the field of gerontology or health care;
- Holds a Bachelor's Degree
- Is a licensed health professional as that term is defined in rule 3701-17-07.1 of the Ohio Administrative Code.

Additional Job Requirements

- Strong proficiency in Microsoft Office tools
- Excellent written and verbal communication skills
- Ability to multi-task
- At least twenty-one (21) years of age
- Have a clean driving record and pass a local and federal background check
- Must live within a 20 mile radius of Walton Home

Additional Experience Helpful / Not Required:

- Grant writing
- Fundraising
- Donor development
- Capital Campaign management
- Facility Management
- Previous assisted living experience
- Networking and computer desktop support
- Website creation and content management
- Social Media platform management and integration
- Working knowledge of Ohio Basic Building Code, Fire Code, and OSHA rules and regulations

PRIMARY RESPONSIBILITIES

- Be a strong voice in the community for the advocacy of our residents.
- Work directly with and report to the Walton Retirement Home Board and the Corporation which consists of the members of the body of Quakers known as Ohio Yearly Meeting (Conservative).
- Participate as an Ad-Hoc member of the Governance, Finance, Fundraising, and Strategic Planning committees of the Board.
- Maintain healthy relationships with all staff, contract personnel, and resident family members.
- Ensure delivery of a high degree of resident satisfaction and retention.
- Provide tours to prospective residents and their families.
- Lead monthly resident meetings and manage the resident grievance committee.
- Monitor resident compliance with resident agreement.

OPERATIONAL

- Develop, implement, enforce, follow, and audit all policies and procedures of the organization.
- Foster creativity and input from staff to deliver the highest quality and best services to residents in the most economical manner possible.
- Oversee the clinical staff to ensure adherence to internal policy as well as all federal, state and local regulations.
- Work with the Director of Nursing in correcting any clinical deficiencies identified by the Ohio Department of Health or any other similar governing body with jurisdiction within the required deadlines as needed.
- Coordinate with the dietary manager and dietitian to ensure that all nutritional needs are met.
- Coordinate with maintenance director to keep buildings, grounds, and property properly maintained and in compliance with Ohio Basic Building Code, Fire Code, and OSHA rules and regulations.
- Verify monthly fire safety compliance and documentation.
- Perform monthly fire drills.
- Supervise kitchen staff to maintain a safe and clean environment meeting all local and state standards.

FINANCIAL

- Develop annual operating and capital budgets with the finance committee.
- Manage all operational costs in line with budget projections.
- Evaluate, plan, and present capital expense needs to the board.
- Meet regularly with the board appointed Finance Committee.
- Continually explore means of revenue enhancement.
- Oversee day to day bookkeeping procedures including deposits, billing, accounts payable, and payroll.
- Work with accountant and bookkeeper to prepare financial statements for board and corporation review.
- Oversee and ensure that all insurance forms are accurately completed (e.g.: MyCare and Long-Term Care Insurance) and transmitted to the appropriate agency. Ensure that all records of these transactions are maintained appropriately.

HUMAN RESOURCES / EMPLOYEE RELATIONS

- Hire, evaluate, and discipline, if needed, all employees. (HR ATTORNEY)
- Encourage staff growth, development, and job satisfaction.
- Oversee employee scheduling in all departments.
- Coordinate and conduct general staff, nursing, dietary, and support staff meetings.
- Address staff questions, concerns, and conflicts.
- Assist any staff member or department when necessary.

- Ensure staff is in compliance with all policies and procedures.

MARKETING

- Develop and maintain a positive image and relationship with the local community.
- Promote Walton Home to the community, Ohio Yearly Meeting (Conservative), and the broader Quaker community.
- Use a variety of marketing activities and strategies to raise awareness of the organization and maximize occupancy.
- Present Walton Home to the Chamber of Commerce, Rotary, Kiwanis, retirement groups, and other organizations.
- Research other Assisted Living and Residential Care Facilities to obtain best practices.

PERSONAL CHARACTERISTICS

- Possess a strong Christian character and have a reputation of high integrity personally and professionally.
- Have a positive and energetic attitude and express love and care for our residents.

Salary is negotiable and commensurate with experience.

Schedule:

- Monday-Friday days
- On call 24/7/365

Benefits:

- 403(b)
- Health insurance
- Paid time off
- Retirement plan
- On-site housing or housing allowance
- Complimentary meals at Walton Home