



- Develop and implement both short and long-term objectives in conjunction with the Executive Management Team and Department Directors, ensuring coordination with the CEO and Board of Trustees objectives.
- Provide leadership and guidance in the development and maintenance of written policies and procedures that govern the operation of the facility.
- Provide leadership and guidance to the Executive Management Team in planning, developing, organizing, implementing, evaluating, and directing the organization's programs and activities.
- Provide leadership and guidance to the Executive Management Team in effective communication and development of rapport in and among departments.
- Ensure all department activities, programs, policies and practices are in compliance with all federal, state, and local laws and regulations.
- Ensure leadership staff make routine inspections of the facility.
- Participate in facility surveys (inspections) made by authorized government agencies as needed to support the Healthcare Leadership team. Provide leadership and guidance as needed in development of the plan of correction for any deficiencies cited.
- Provide leadership and guidance in development of a plan for the renovation of resident apartments, suites, and homes, including timely turnover of vacated units.
- Provide leadership and guidance in the management of the expenditure of capital dollars according to the budget. Authorize capital projects according to Board of Trustees capital expenditure policy and at the direction of the CEO.
- Provides leadership and guidance to the Executive Management Team in a collaborative way by contributing opinions, research, problem solving, insight and ideas.

### **Personnel Management**

- Recruit, hire and supervise members of the Executive Management Team to include a CFO, Chief Resident Engagement Officer, Chief Ancillary Services Officer and a Chief Human Resources Officer. Delegate responsibility and authority to implement a competent care program efficiently utilizing professional and nonprofessional staff at Wesley Willows and Peterson Meadows
- Recruit, hire and supervise a Director of Sales and Marketing to assist in the development and implementation of all marketing, community, and public relations activities.
- Recruit, hire and supervise a Director of Fund Development to provide oversight in the implementation of all fundraising and development policies and procedures.

### **Financial Management**

- Cause to be prepared an annual budget showing expected revenues and expenditures for the approval of the CEO which allocates resources necessary to carry out the programs and activities of Wesley Willows and Peterson Meadows
- Provide oversight for the financial affairs of the organization using generally accepted accounting practices, establishing financial controls, checks and balances, in order to keep the organization within budgeted or authorized expenditure guidelines. Inform the CEO of any variances impacting the budget and reasons for such to assist in development of plans of action.
- In cooperation with the CEO, enable the Finance Committee of the Board of Trustees to monitor the financial status of the organization.
- Keep abreast of economic conditions in the marketplace and the Senior Living industry to adapt as necessary to assure the continued ability to provide quality care and services across both campuses.

#### **Physical Resources/Safety Management**

- Provide leadership and guidance in the development and execution of a program of maintenance of physical properties and equipment
- Provide leadership and guidance in the development and execution of a program of environmental services which will assure clean and attractive facilities for residents

- Provide leadership and guidance in the development and execution of a program to ensure employee, resident and public health and safety. Ensure a fire and disaster plan is developed, implemented and updated.

### **Board Responsibilities**

- Attends Board of Trustee and board committee meetings as directed by CEO.

### **Direction of the CEO**

- Completes all assignments as required by the CEO

### **Performance Measurements:**

#### Wesley Willows Culture

Job Knowledge  
Initiative  
Adaptability  
Employee Satisfaction  
Resident Satisfaction  
Communication  
Teamwork  
Safety  
Quality of Work  
Customer Service  
Quantity of Work

### **Qualifications:**

- Bachelor's degree or equivalent required, Master's degree preferred.
- Must be able to secure State of Illinois Nursing Home Administrator license in one year or less.
- 5- 7 years of management experience in a health care environment.
- Good interpersonal relations with proven communication skills, both verbal and written.

### **Physical Requirements:**

- Must be able to sit for 6-7 hours during an 8-hour shift.
- Must be able to stand and walk for 1-2 hours during an 8-hour shift.
- Must be able to frequently lift 10 to 25 pounds while walking or bending at the waist and knees.
- Must be able to use wrists, fingers, and hands for operating a computer, utilizing a telephone, writing and grasping.

Interested candidates can apply online at: <https://wesleywillows.org/>