

Position Available

Administrator - Healthcare

The Holmstad, (Batavia, Illinois), part of a nation wide family of CARF-CCAC accredited CCRC's: Covenant Retirement Communities, 5th largest AAHSA Ziegler Top 100, is seeking an Administrator – Healthcare. The administrator for health care is responsible for directing and coordinating the overall daily operations of the higher levels of living. He/she also bears management responsibility for a broad range of campus planning functions and areas of operations. The administrator is responsible for implementing all policies and procedures of Covenant Retirement Communities (CRC) and the campus, assuring compliance with and adherence to all federal, state and local regulations and laws. The administrator should enhance the security, independence, and dignity of all of the community's residents by providing inspired organizational leadership and creative operational management. In the course of communication with the executive director, assures that communication with the supervising vice president, local management advisory committee (MAC), staff and residents is maintained. In the absence of the executive director, the administrator assumes responsibility.

The successful candidate will have:

- Bachelor of Arts or Science degree, required; a Master's degree in Healthcare Administration or Business Administration, preferred.
- Three years experience in an administrative position and/or other upper level management position(s), required. Three years experience in leadership with a CCRC, required.
- Variety of previous work experience in supervisory capacity, required.
- Education and experience for state Nursing Home Administrator's licensure in process of completion or completed, required.

The administrator must be a decisive leader that can move forward with a decision and a well articulated plan. The individual must have excellent management skills including organization, attention to detail, follow through, and the ability to maintain confidentiality. Excellent verbal and written communication skills, in English, with poise and confidence in the personal contact with residents and the general public are essential. Excellent listening skills are required. Understanding of customer service and team building concepts and the ability to handle a variety of tasks and responsibilities in a professional, prompt manner are essential. Experience in performance improvement, program development and capital planning preferred. A willingness to develop strengths and openly deal with areas requiring change is required. Support of and compatibility with Covenant Retirement Communities and its mission is expected. Must be compatible with the CRC Profile of a Leader. Familiarity with the Evangelical Covenant Church is important. A strong background in leadership roles in church and community is desirable. A Covenant church background is preferred, but membership in an Evangelical Christian Church is expected where support for Covenant Church affirmations is affirmed. A valid driver's license and a good driving record are also required.

Benefits include medical, dental and vision insurance; employer paid group term life and disability; various voluntary benefits including critical illness (cancer rider available), accident and long term care insurance; 403(b) tax-deferred savings with an employer match, flexible spending accounts, education benefits; and paid-time-off.

Join a faith-based organization dedicated to excellence in customer service to our residents. For more information about Covenant Retirement Communities, please visit www.covenantretirement.org.

Discover the possibilities...qualified candidates should send a cover letter and current resume to: Courtney Wood, Executive Search Solutions, LLC. Phone: 360-489-1327, E-mail: cwood@essusa.net.