

SSJ Motherhouse

Position Title: Motherhouse Executive Director

Exempt Full Time Position Description

Department: Administration

Original Date: 12/21/17

Reports to: SSJ Leadership Team Liaison

Revised Date: 4-30-18

Incumbent:

Job Purpose

The primary purpose of this job is to provide leadership and oversee operations and strategic direction of the SSJ Motherhouse which embodies the SSJ spirit. Ensures that all departments, working within budgets set forth, provide compassionate and relationship centered care and services to the residents of the Motherhouse and members of the Congregation and when appropriate, visitors.

Job Functions

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Every effort has been made to identify the essential functions of this position. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or is an essential function of the position

Performance Outcomes / Specific Duties

1. Philosophy:

- Become knowledgeable and promote the SSJ Mission, Vision, Values and philosophy on Healthy Aging
- Responsible for promoting a relationship centered care which nourishes, enlivens and enriches the lives of both residents and staff.

2. Congregational relationship:

- Cooperate with the SSJ Director of Mission Integration, Office for Mission Advancement and other key personnel to advance the understanding of the SSJ charism to Motherhouse staff and when appropriate, visitors.
- Work with SSJ CFO & controller in day to day operations
- Work with the Leadership Team Liaison for support, direction, planning and accountability
- Demonstrate initiative and cooperation in professional working relationships.

3. Communication:

- Develop and foster respect and good relationships with the residents, staff, care providers, Leadership Team and local community.
- Create an open and collaborative communication plan with key personnel
- Engage with residents through resident council, house meetings, casual meetings and 1:1.
- Maintain confidentiality of all community, employee and resident information at all times.
- Maintain an ongoing relationship with the Rochester Diocese regarding priest residency.

4. Quality operations & accountability:

- Administer the Motherhouse policies and procedures
- Oversee the efficient and effective day-to-day operation of the organization
- Draft policies for the approval and prepare procedures to implement the organizational policies, review existing policies on an annual basis and recommend changes when appropriate.
- Plays an integral role in the admission process including approval of non SSJ prospective residents.
- Work with each department director in establishing departmental goals and evaluation process.

- Oversee the planning, implementation and evaluation of all programs and services.
- Monitor the day-to-day delivery of programs and services of the Motherhouse to maintain or improve quality.
- Oversee the planning, implementation, execution and evaluation of special projects.
- Exhibit a commitment to quality by participating on improvement teams and by identifying opportunities for improvement.
- Work to improve performance relative to the Motherhouse's organizational goals.
- Deliver high quality service by consistently being responsive to resident needs.

5. ElderONE relationship:

ElderONE is a contracted home health care agency that delivers individual care to residents through assistance with daily living, medication management and other therapies.

- Meet with the appropriate personnel from ElderONE on a regular basis.
- Include ElderONE in decisions which affect their presence in the Motherhouse and / or care of the residents.
- Problem-solve situations which arise with ElderONE which impact the Motherhouse and / or residents.
- Collaboratively work with ElderONE in developing and strengthening programs and services with a focus on relationship centered care, quality improvement, values implementation and productivity enhancement.

6. Supervision:

- Establish a positive, healthy and safe work environment.
- Determine staffing requirements for Motherhouse management and program / services delivery.
- Oversee in conjunction with HR the implementation of the human resources policies, procedures and practices including the development of job descriptions for all staff.
- Recruit, interview and select staff that have the right technical and personal abilities to help further the Motherhouse Mission, Vision and Values.
- Ensure that all staff receives the appropriate orientation and staff development training as appropriate.
- Implement a performance management process for all staff which includes monitoring the performance of staff on an on-going basis and conducting an annual performance review.
- Coach and mentor staff as appropriate to improve performance.
- Discipline staff when necessary using the disciplinary process.
- Assist departmental directors in resolving departmental and operational issues.

7. Financial & strategic planning:

- Assist Leadership Team in strategic planning and decision making through input regarding Motherhouse operations.
- Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the organization.
- Work with department directors to develop, implement and continually evaluate departmental budgets.
- Work with the Finance office and each department's director to provide a cost benefit analysis on projects.

Supervisory Responsibilities

Direct reports:

- Congregation Director of Facilities
- Director of Dining Services
- Director of Hospitality
- Motherhouse Administrative Assistant
- Resident Enrichment Facilitator
- SSJ Advocates
- Motherhouse Nurse
- Oversees operations in gift shop, beauty salon, IT, library.
- Matrix reporting to SSJ CFO & controller, Mission Advancement office.

Qualifications

Education:

- Bachelor's degree in Business Administration, Health Administration, Social Work, or Hotel Management. Advanced degree is preferred.

Work experience:

- A minimum of 10 years of experience in healthcare, senior housing, hotel management, or similar field and a minimum of 5 years of progressive leadership experience.

Language:

- Ability to read, write and comprehend complex instructions, correspondence, and memos.
- Ability to effectively present information in one-on-one and small or large group situations to residents, employees, leadership and outside organizations.

Reasoning Ability:

- Ability to apply common sense understanding to carry out detailed written or oral instructions.

Specific Requirements:

- Ability to work with various groups especially religious community members.
- Be reliable, dependable and punctual in use of work time.
- Must be able to work more than a 40 hour week to provide weekend and evening coverage when needed.
- Excellent and effective written and oral communication skills.
- Excellent listening skills with willingness to enter into caring dialogue.
- Proficient computer skills.
- Strong work ethic and willingness to lead by example.
- Ability to create the capacity for change.
- Ability to effectively delegate.
- Competence in problem solving and conflict resolution.
- Strong business acumen.
- Must be analytical and detailed in thinking.
- Abide by regulations such as fire protection/prevention, smoking regulations, infection control, etc.
- Able to lift, push and/or pull 10 pounds.

Values

The Executive Director is required to uphold the values of the Sisters of St. Joseph of Rochester by treating everyone with respect, acting with compassion and sensitivity, and displaying a strong personal integrity and commitment to ethical principles.

Acknowledgment

I have read this position description and fully understand the requirements set forth therein. I hereby accept the position of **Motherhouse Executive Director** and agree to perform the identified essential functions in a safe manner and in accordance with the facility's established procedures. I understand that as a result of my employment, I may be exposed to blood, body fluids, infectious diseases, air contaminants, and hazardous chemicals and that the facility will provide to me instructions on how to prevent and control such exposures.

I understand that my employment is at-will and thereby my employment can be terminated at-will either by the facility or I and that such termination can be made with or without notice. However, in the event that I chose to resign my position, I will give notice a minimum four-week notice.

Date

Motherhouse Executive Director

Date

Leadership Team Representative