



The Phyllis Siperstein Tamarisk Assisted Living Residence: Executive Director

Position Type: Full-time position

Basic function: This position is responsible for planning, directing, organizing and facilitating the operation of the Assisted Living Residence ensuring fiscal viability and overall service quality that is in the best interest of both the residents and the Board of Directors.

Primary job responsibilities include:

1. Establishes Tamarisk's annual goals and priorities consistent with the organizations strategic plan and oversee the implementation of all associated initiatives.
2. Oversees and monitor the operations of all departments at Tamarisk, including Clinical, Culinary, Activities, and Facilities.
3. Oversees the creation and management of operating and capital budgets and achievement of financial targets.
4. Assures implementation of all operating and financial controls required under JCS policy and compliance of all relevant state and local regulations for assisted living facilities.
5. Ensures maximum occupancy of the facility. Oversee the development and implementation of marketing plans to achieve full occupancy.
6. Maintains strong knowledge of the competitive markets within the community, including occupancy and tactics to better position and partner with communities within the region.
7. Develops and implement quality improvement processes and strategic planning to ensure financial and operational sustainability.
8. Drives for results in resident and staff satisfaction, census and revenue growth, and implementation of new resident services.
9. Creates a warm and comfortable living environment for the residents. This includes an emphasis on customer service and ensuring the safety of residents and visitors.
10. Manages the organization's management staff including the setting of performance expectations, overseeing the performance appraisal process, and facilitating mentorship and coordination across the organization.
11. Regularly interacts with residents and their families to solicit feedback, resolve concerns, and provide a high-level of customer service.
12. Supervises programming to meet residents' needs.
13. Participates on JCS's senior management staff, representing Tamarisk in senior-level strategy and operations discussions.
14. Contributes to the process of development/philanthropy at the residence.
15. Assesses Tamarisk's reputation in the community
16. Creates, communicates and interprets policy as needed.
17. Participates in Manger-On-Duty Rotation.

Statement of Authority: This position has authority over all staff and operations at Tamarisk.

Statement of Relation: The position reports to the President and CEO of Jewish Collaborative Services.

Qualifications:

- BA/BS with 10 years related experience, preferably in the senior living, health care or hospitality industries.
- Minimum five (5) years' experience in a senior leadership or executive role.
- Experience with Dept. of Health compliance as well as senior housing leadership experience (i.e., Assisted Living, Independent Living, Memory Care).
- Demonstrated financial acumen and business skills.
- Strong marketing background preferred, with experience driving sales and marketing strategy.
- Demonstrated experiences in recruiting, retaining, and developing staff.
- Excellent written and oral communication and customer service skills.
- Assisted Living Administrator license or ability to obtain one within 3 months of hire date.

A successful Executive Director must be respected by the residents and staff as a leader and a listener, open to their input, and committed to the organization's core values of respect, dignity, and empowerment for seniors. He/She must also be capable of leading a diverse workforce, providing employees with clear direction, and holding them accountable. This leader must have exceptional communication skills who can build and inspire a team, manage conflict, and improve organizational efficiency.

Company Overview: The Phyllis Siperstein Tamarisk Assisted Living Residence, a community of JCS, is a small, tightly knit community conveniently located in the heart of Warwick, minutes from the Warwick Mall. Licensed by the Rhode Island Department of Health for 81 total residents within our traditional assisted living and memory support program which we call, "Renaissance." One of our major goals is to employ with care, making sure all staff are treated with the same dignity and respect as our residents. EOE

Our Staff: Tamarisk Assisted Living Residence is an Equal Opportunity Employer that pledges to not discriminate against employees based on race, color, religion, sex, national origin, age, disability, or genetic information. All employees are entitled to our health benefits package and pension plan.

Our Culture: We welcome staff from diverse backgrounds, JCS is guided by Jewish culture and values (which resonate with many who do not identify as Jewish - compassion, service, respect, and inclusiveness are examples of the values we live by). We offer challenging and exciting work in a supportive team environment. This creates an empowering and positive atmosphere. If you are committed to the field, cultural diversity, and value collegial and collaborative work environments, then we encourage you to apply. EOE

Please send a cover letter and resume to: careers@jfsri.org