

Assistant Administrator

Works directly under the Administrator.

Is responsible for the overall day-to-day operation of the facility.

Financial

1. Supplies accurate data to and assists Administrator in the development of an annual budget.
2. Operates the facility within the annual operating budget.
3. Gives approval of all bills for payment.
4. Monitors accounts receivable and refers problem accounts to Administrator.

Personnel

1. Works with Administrator to provide orientation to new employees and periodic refresher courses (especially in-service training requirements) to all employees.
2. In consultation with Administrator & department managers, hires and dismisses staff.
3. Supervises all employees, working closely with department managers to ensure efficient operation.
4. Works with department managers to assure adequate and proper staffing needs (vacation, holidays, Certification requirements, etc.)

Marketing

1. Coordinates with the Administrator (Board Committees) in order to maintain full occupancy.
2. Shows available units.
3. Assures appropriate follow-up protocol.
4. Signs new residents to a lease agreement and completes all related paperwork.

Facility

1. Ensures that all systems are functional and reliable.
2. Coordinates with Telford Terrace to negotiate community wide savings.

Certification

1. Complies with all requirements for assisted living certification.

This position is critical to the successful operation of McCready Manor. In addition to the specific duties listed above, the person filling this position must set a high standard of commitment to the mission of the St. Andrews Retirement Community, must be a creative enabler of other staff in order to secure their best efforts and establish an environment of cooperation and mutual respect.