

## Director of Senior Services

Bigfork Valley Long-Term Care / \$85,000 - \$148,000 Salary / Full-Time

258 Pine Tree Drive, Bigfork, MN, United States

### Benefits- Full & Part-time Employees

- Health Insurance: Bigfork Valley offers medical insurance with a Health Savings Account and employer contributions.
- Dental Insurance: Bigfork Valley offers dental coverage through Delta Dental.
- Vision Plan: Bigfork Valley offers vision coverage through VSP Vision Network.
- Healthcare and Dependent Care Flexible Spending Accounts: Bigfork Valley offers both Healthcare FSAs and Dependent Care FSAs to employees.
- Life Insurance and Long-Term Disability: Basic term life insurance and Long-Term Disability are provided to employees at no cost. Supplemental voluntary life is also available for employees and their dependents.
- Retirement: Employees are eligible to contribute to a 457(b) (traditional or Roth), with Bigfork Valley providing a match after one year of employment.
- Employee Assistance Program: Bigfork Valley offers you and your family members free, short-term counseling, referral, and support services. Paid Time Off (PTO) to offer a work-life balance.
- Employee Referral Program
- Experience Pay Given Shift Differential

### Benefits- Casual Employees

- Earned Sick and Safe Time
- Employee Assistance Program: Bigfork Valley offers you and your family members free, short-term counseling, referral, and support services.
- Experience Pay Given Shift Differential

### Job Summary

- Direct the administration of Senior Housing, Long Term Care and Assisted Living Services within the authority of the governing board by performing the duties personally or through subordinate supervisors.
- Participate with Leadership of Bigfork Valley to support and work toward the accomplishment of the mission, vision, and goals of Bigfork Valley.
- Represent Bigfork Valley in a positive manner in interactions with customers, business partners and the public at large.
- Consistently maintains a positive, constructive attitude; demonstrates awareness, concern, support, and responsibility for the success of Bigfork Valley.
- Exhibits and upholds work-related behaviors that are in accordance with the general rules and procedures of Bigfork Valley, as well as relevant professional codes of ethics, and that reflect an appropriate role model for other employees.
- Manage compliance with regulations of state, federal, and local government agencies and facility policies and procedures for operation, management, and maintenance of all areas of responsibility.

## Job Summary *continued*

- Assures state and federal regulatory compliance in the following areas: human resources, standard accounting records are maintained, distribution of written personnel policies, assures regular supervisory personnel meetings are held, and maintains an employee suggestion system.
- Assures employee work assignments are consistent with qualifications, workloads, and standard state and federal requirements.
- Deals constructively with conflict situations; acts in a manner that promotes cooperation and consensus building.
- Develops or expands programs or services for scientific research, preventive medicine, medical and vocational rehabilitation, and community health and welfare promotion.
- Administer fiscal operations such as budget planning, accounting, and establishing rates for facility services.
- Directs hiring, evaluation, and training of personnel.
- Negotiate for improvement of and additions to facility buildings and equipment.
- Directs and coordinates activities of medical, nursing, and administrative staff and services.
- Develop policies and procedures for various facility activities.
- Represents establishment at community meetings and promotes programs through various news media.
- Attends and participates in facility meetings as directed. Including but not limited to Emergency Preparedness and Safety Committee.
- Manages subordinate supervisors in Long Term Care, Villa Apartments, and Housing Services. Responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- All other duties as assigned.

## About the Position

- Full-Time
- Days
- On-Site at Bigfork Valley

## Qualifications

- Bachelor's degree from an accredited four-year college or university in Health Services Administration or related field(s); or five to seven years progressive experience or equivalent combination of education and experience.
- Master's degree in related field(s) preferred.
- Diverse experience in senior services and a hospital background are required.
- Current MN Nursing Home Administrator and/or Assisted Living Director License preferred.

\*The salary for this position is \$85,000 to \$148,000 with a median salary of \$116,500. It is not typical for an individual to be hired at or near the top of the range for their role. Compensation decisions are dependent on the facts and circumstance of each case and on several factors including relevant work experience, education, certification & licensure, and internal equity. Hourly pay is just one part of the compensation package for employees.

EEO/AA Employer/Vets/Disability