

Position: Assistant Executive Director

The Assistant Executive Director assists the Sr. Vice President of Operations in the overall operation of the community in accordance with resident needs, government regulations, and Chateau Retirement policies and procedures. This position is responsible for coordinating and managing office functions, providing assistance to the Sr. Vice President of Operations as needed.

#### Requirements

- Bachelor's degree in related field preferred
- Working knowledge of computers including Excel, Word, and MS Office is required
- Dementia, Mental Health CPR and First Aid Training
- Must be able to effectively communicate with residents, families, staff, vendors and the general public
- Must be able to perform duties and responsibilities (Essential Job Functions) with or without reasonable accommodations
- Must pass criminal background check
- Must have compassion for and desire to work with elderly
- Two years' experience working as a manager of or supervisor in an assisted living community or similar environment
- Valid driver's license

#### Essential Job Functions

- Community Management
- Work with Executive Director in planning all aspects of community operations, including setting priorities and work assignments
- Monitor departments of responsibility, communicate and interpret policies, evaluate performance, provide feedback; and assist, coach, and discipline staff as necessary
- Ensure cleanliness and safe maintenance of community and grounds
- Community Staffing and Retention
- Monitor employee morale, maintaining a high level of team spirit and unit cohesion in conjunction with Executive Director
- Ensure compliance with employment laws and company policies
- Manage turnover by ensuring strong screening, hiring and supervision practices are in place
- Ensure training and incentive programs are in place and working effectively
- Assist Human Resources Director by providing back-up support, consultation as needed
- Develop positive relationships with state regulators, the community at large, families and residents on behalf of Chateau Retirement
- Serve as back-up member of sales/marketing team and assist with inquiries, tours and move-in paperwork as needed.
- Assist new resident move-ins with getting settled in their new environment
- Ensure all employees are providing excellent customer service to internal and external customers
- Business Management
- Assist with outstanding Accounts Receivable (A/R) collections as needed or directed
- Assist with labor control/scheduling for supervising departments as needed or directed
- Assist with Accounts Payable (A/P), coding/entering invoices, budget management as needed or directed
- Ensure compliance and understanding of all regulations regarding resident rights
- Follow and communicate company policies and procedures
- Reinforce Chateau Retirement's Mission and Values
- Respond to all emergencies and be on-call for such
- Operate facility within budgetary guidelines
- Other Duties Assigned

**Benefits:**

Competitive Pay • 90% Employer paid Medical/Dental • Vision • Life Insurance • Employer matching 401k • Paid Holidays • Paid Sick Leave • Paid Vacation Leave • Discounted Employee Meals • Referral Bonuses • Free Parking • Monthly ORCA Card Reimbursement • Movie Tickets for your Birthday • Meal of Fortune program • Bridge Program (HCA to CNA) • Wellness "Bloom" Program • Verizon Cell Phone Corporate Discount • Engagement Award • CNA License Annual Reimbursement • Tuition Program

**How to Apply:**

Download the application on the website or stop by our community to complete an application to see for yourself all of the warmth Chateau has to offer

Chateau Retirement Communities is an equal opportunity employer.