



Position: Executive Director

Location: Chateau Pacific- 3333 148th ST SW Lynnwood, WA 98087

Compensation: Salary DOE & Full Benefits Package

Chateau Pacific lives our mission statement every day. *To work with each resident to create a unique retirement lifestyle that enables our Resident's to live happier, healthier, longer.* If you are looking to make a difference when you go to work, truly enjoy the time spent with your Residents and desire to work as a team with your co-workers, Chateau Retirement Communities may be the employer you are looking for.

The Executive Director manages 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.

Minimum Eligibility Requirements

- Bachelor's degree in related field preferred
- Two years' experience working as a manager of or supervisor in an assisted living community or similar environment
- Working knowledge of computers including Excel, Word, and MS Office is required
- Dementia and Mental Health specialty training
- WA State Administrator training course
- Valid CPR and First Aid (Can send to class)
- Must be able to effectively communicate with residents, families, staff, vendors and the general public
- Must meet all health requirements, including TB
- 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
- Valid driver's license

Essential Job Functions

Community Management

- 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
- Ensure compliance with employment laws and company policies
- Manage turnover by ensuring strong screening, hiring and supervision practices are in place
- Maintain network or recruitment sources
- Ensure training and incentive programs are in place and working effectively
- Assist Human Resources Director by providing back-up support, consultation as needed
- Assist with hiring, training, evaluating, supervising, and overseeing all department director staff

Community Relations

- 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 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*
- Oversee outstanding Accounts Receivable (A/R) collections as needed or directed
- Manage labor control/scheduling for supervising departments as needed or directed
- Control Accounts Payable (A/P), coding/entering invoices, budget management as needed or directed
- *Other*
- Ensure compliance and understanding of all regulations regarding resident rights
- Assist with ensuring all employees attend all required in-service trainings
- Provide in-service trainings as needed or directed
- Promote and encourage residents' participation in community activities
- 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

- Maintain professional and caring attitude toward residents
- Participate in networking and community relations

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 • ORCA Card Allowance • 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

To find out more about this opportunity, visit our website at www.chateaurretirement.com you may also 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.