**Good shepherd Lutheran Services**

**Senior Housing Director**

**Job Description**

**Position Title:** Senior Housing Director

**Hours:** Exempt. Approximately 8 hours per 40-hour workweek, but willing to work more than normal working hours when necessary.

**Reports To:** Administrator

**Travel:** Travels to and participates in meetings and seminars when deemed necessary by the CFO and/or Administrator.

**Work Environment:** Sits, stands and walks intermittently during the workday, and subject to many interruptions. Deals with the public, employees, visitors, family members and residents under all conditions.

**Essential Functions:**

* The Senior Housing Director is responsible for the Assisted Living, HUD apartments and is an integral part of the organizations team of healthcare professionals.
* Responsible for all connection of rent from tenants each month. Receipts are written to tenant and one copy goes to the Accounting Office with the rent payment. Responsible for notifying the Accounting Office of changes in rental status or changes in health, illness or absence from suite on a monthly basis for billing purposes.
* Responsible for the inventory of keys, supplies, and food and household items (including organization of items and purchase of items).
* Responsible for fielding all phone calls regarding resident issues and/or family concerns, questions, etc.
* Responsible for the hiring of all employees of Bremmer Suites.
* Responsible for the orientation of new hires.
* Responsible for conducting performance evaluations and carrying out any disciplinary actions and terminations.
* Responsible for coordinating and supervising work of employees on Bremmer Suites department in conjunction with Bremmer RN.
* Responsible for holding staff meetings and maintaining staff schedules.
* Responsible for move in and move out inspections in conjunction with the GSLS maintenance staff.
* Responsible for tracking and ensuring all staff have the appropriate educational credits per regulation.
* Responsible for all resident move-in and move-out paperwork as well as maintaining all resident paperwork and files.
* Responsible for meeting with all tenants for recertification purposes.
* Responsible for submitting HAP/Tracs information to MH for payment.
* Responsible for following up with discrepancies leading to non-payment of the HAP voucher.
* Responsible for the yearly HUD occupancy review and any corrections needed.
* Responsible for maintaining the EIV Master File and all reports that are needed to keep the file current.
* Responsible for setting up and following through with the REAC survey process.
* Responsible for participation in inspection process (MDH, etc.).
* Responsible for all updates and requirements for Assisted Living and Housing-with-services through Minnesota Department of Health and Minnesota Health and Housing Agency.
* Responsible for holding resident meetings regarding resident issues, dietary issues, maintenance issues, etc. Also, prioritizing and sorting through problem solving and conflicts with regards to these issues.
* Responsible for the leasing process in the apartments, applications, security deposits, move-in/out inspections, recertification/interim certifications, transfer requests, residents waiting list, applications, filing, infraction notices, resident vacancy notices, termination notices and lease or handbook violations, marketing materials, etc.
* Responsible for the leasing process in Bremmer Suites, applications, security deposits, move-in/out inspections, transfer requests, resident waiting list, applications, filing, infraction notices, resident vacancy notices, termination notices and lease or handbook violations, marketing materials, etc.
* Responsible for coordination of resident Activities and working with staff to develop a program appropriate for current residents.
* Responsible for organizing monthly and yearly events and for providing a well-rounded program of events to meet all resident needs.
* Responsible for maintaining all Bremmer Suites Policies and Procedures, staff charting (weekly and monthly), Resident Handbook, Bremmer Emergency Plan, Incident Reports, Complaint Process, etc.
* Responsible for yearly updates of all licensing and memberships.
* Responsible for formulation and maintenance of a yearly budget as well as for purchasing outside of budget.
* Responsible for all resident and family communications via meetings, letters, notices, reminders, events and/or care conferences.
* Responsible to complete all HUD contract renewals, submission of budgets and additional documentation as required by MN Housing.

**Skills and Abilities:**

* Quality of work performance.
* Promptness in carrying out assigned orders and directives for all entities.
* Accuracy and efficiency in all work performed.
* Efficiency of the performance of assigned duties.
* Complies with the established policies and procedures.
* Cooperation with other employees and Department Managers.
* Miscellaneous typing and filing.
* Care and use of supplies and equipment and neatness of work area.

**Physical Demands:**

* Sits, stands, stoops, lifts heavy items occasionally, bends, pushes, pulls and walks short distances during the day.

**Qualifications:**

**A. Education/Other-**

* + Preferred higher education degree in social work, nursing or health care related field.
  + Supervisory experience with staff is essential in the Assisted Living or home care type setting.
  + Experience with funding programs, county and home care agencies, skills and knowledge of HUD programs preferred.
  + If not currently licensed as an Assisted Living Director, must become licensed within 1 year of employment.

**B. Personal-**

* Must be motivated to excel and possess innovative thinking to help serve the aging population in the Bremmer Suites Assisted Living and Good Shepherd Senior Apartments (Department of Housing and Urban Development subsidized apartments) settings.