

POSITION DESCRIPTION

Columbus Motherhouse Administrator

Leadership Liaison: Name of Employee

Prepared By: Jennifer Dixon Date:

Status: Exempt Hours: Full-time

POSITION SUMMARY: The successful administrator is a team player who works collaboratively with other leaders in the organization. S/he is responsible for the buildings and operation of the 2320, 2330 and 2340 Airport Drive properties and grounds. The administrator reports to the designated Leadership Team Liaison and collaborates with the Mission Group Coordinator (MGC) of the Motherhouse community so that quality living for the resident Sisters is assured. S/he is also responsible for the realization of cost-effective services, and compliance with applicable laws and regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

(1) Major Activity: Oversees and Manages the Building Operations

- Ensures all quality and efficiency of services and policies, (i.e., building oversight, purchasing furniture, repairs, etc.)
- Evaluates work processes to increase effectiveness

(2) Major Activity: Manages Resident Services Employees

- Provides supervision and direction to department staff (Dining Services, Receptionists, Facilities, Landscaping & Grounds, and Hair Salon)
- Review and make changes as necessary to department work practices
- Conducts performance reviews of above employees annually and as needed
- Recommends corrective action when appropriate
- Conducts meetings with managers individually/group (MGC included in group meetings)
- Encourages staff development
- Reviews staffing needs
- Participates in the interview process for new hires working closely with Human Resources
- Conducts department specific orientation for new staff

(3) Major Activity: Coordinator of Facility Budget

- Development of the annual operating and capital budget
- Assists staff in the development of individual department budgets
- Operates within established budget guidelines
- Evaluates and approves department budgets, and contracts

- Manages equipment and supply usage, and reviews associated costs
- Develops procedures for inventory and storage accountability
- Develops and manages a preventive maintenance plan to ensure regular completion of tasks (i.e., windows, drapes, blinds, filters, etc. regularly cleaned or serviced)

(4) Major Activity: Supports Motherhouse Residents

- Is made aware of sensitive and confidential information on a need-to-know basis
- Ordering of birth certificates; legal name change, as needed
- Meets with the MGC of Motherhouse weekly
- Works with the MGC to update documents (i.e., Resident Handbook, etc.)

(5) Major Activity: Oversees Landscaping and Grounds

- Reviews services for quality, efficiency, and effectiveness
- Administers and negotiates Contracted Service Agreements in consultation with the congregational CFO
- Researches competitive bids for contracted services prior to the start of the approval process (MGC, CFO, Leadership Team)
- Acquires and maintains property signage
- Researches suitable planting for garden areas

(6) Major Activity: Coordinates routine administrative functions

- Facilitates set-up for events, funerals, and religious activities
- Ensures that new residents receive a key to their bedroom and a security badge

(7) Major Activity: Oversees the dining services in the Columbus Motherhouse and the Martin de Porres Center

- Communicates with the Food Service Manager, as issues arise, and facilitates problem resolution; keeps the MGC completely informed

REQUIRED MINIMUM QUALIFICATIONS:

Education: Bachelor's Degree in management/administration or related field or equivalent experience/education in one or more of the following areas preferred: gerontology, health care, social work, or pastoral care.

Experience: Three years administrative/management experience in one or more of the following: retirement/resident setting, long term care, assisted living or equivalent; six years supervisory/management experience in resident care environment without Bachelor's Degree.

Requirements: Must have an openness to learn about Catholic life and vowed religious life, work a flexible schedule, and possess a valid state of Ohio driver's license.

KNOWLEDGE: Knowledge of gerontology principles and application,

SKILLS: utilize PC for basic word-processing, database management, e-mail, and internet needs, operate office machines (e.g., fax, copier, mail equipment), possess positive interpersonal skills to effectively communicate, possess problem solving skills and CPR.

ABILITY: Ability to communicate effectively in both oral and written form with staff, residents, vendors and the public; work within collaborative management model and work independently; encourage resident population, relate and work well with ill, disabled and elderly population, maintain professional and pleasant demeanor, maintain confidentiality; prioritize assigned tasks, follow directions, effectively handle and work on multiple projects and daily tasks simultaneously, work under pressure; ability to walk through large resident facility repeatedly throughout the day, and arrange furniture for meeting set-up.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS: The physical demands described here are representative of those that must be met by an employee to successfully perform essential functions of this job:

- stands and walks intermittently throughout the workday, including sitting and bending; reaches, lifts, carries, and manipulates various office materials, supplies and equipment; arranges furniture
- must be able to walk through resident facility repeatedly throughout the day
- may be required to lift residents, equipment and supplies
- must be able to lift 30 pounds
- must be able to cope with mental and emotional stress of the position
- must be able to function independently
- must be in good general health
- work requires continuous activity and with frequent interruptions
- may work other positions temporarily

SCOPE OF POSITION: Direct Reports Include: Receptionists and Hospitality. Functional Supervision includes Food Service Manager, Facilities Manager, and Hair Salon.

Reporting Relationship: Reports to the Leadership Team Liaison.

Acknowledgement: I have read the above job description and fully understand the requirements set forth therein. I hereby accept this position and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability. I further understand that my employment is at-will and can be terminated by Dominican Sisters of Peace or by myself.

Signatures:

Employee _____ **Date** _____

Director _____ **Date** _____

HR Director _____ **Date** _____