

ST. ANTHONY'S GARDENS JOB DESCRIPTION
--

POSITION TITLE: Executive Director

St. Anthony's Gardens is a 213 unit senior living community organized as a ministry of the Archdiocese of New Orleans to provide housing and services for seniors in an independent living, assisted living and memory care facility.

Our mission is to follow the example of our faith to serve older adults of all denominations and their families. We do this by providing lively social engagement in our Independent Living and comfort and care in Assisted Living and Memory Care neighborhoods, and by offering a host of lifestyle and wellness amenities to enrich the world of our residents in body, mind and soul.

Founded by the Archdiocese of New Orleans, we do not merely believe we are impelled by Christ's call but that we **are** impelled by Christ's call. It is what gets us up in the morning and moves us to serve throughout the day and night. Guided by the Holy Spirit, we are in service to and in collaboration with our Northshore parishes, communities, and organizations to uplift and empower those we serve.

Position Summary:

The Executive Director (ED) is responsible for the overall successful leadership, management and operations of St. Anthony's Gardens (the "Community"). The ED is appointed by the Archbishop of the Archdiocese of New Orleans and reports to the Board of Directors. The ED is charged with ensuring occupancy and budgetary expectations are met and with the care of our residents and being a servant leader for all staff.

Essential Job Functions:

1. Oversee the efficient, safe and effective day-to-day operations of the Community, ensuring that the staff, facilities, and activities meet the expectations of our residents as well as the high standards of the Board of Directors and the Archdiocese of New Orleans. The ED will accomplish this through leadership of his or her direct reports of a Medical Director, Marketing Director, Director of Physical Plant, Director of Accounting, HR Coordinator, Activities Coordinator, and Pastoral Care Coordinator.
2. Develop, implement and evaluate the Community's policies, operations, programs and services, ensuring they contribute to the mission, goals and objectives of St. Anthony's Gardens.
3. Foster effective teamwork with the Board of Directors through clear, concise and consistent communications.
4. Oversee the development and management of the expense and capital budgets for St. Anthony's Gardens while protecting the organization's assets and overseeing the financial aspects of the Community's operations. Adjust business practices and marketing approaches as appropriate to meet our financial goals.

5. Maintain two-way communication with Community's residents and families including being open to input and suggestions from residents/families. Maintain the highest level of supportive relationships with residents through regular interaction.
6. Provide motivation and leadership to all employees and encourage a professional, positive attitude among staff by being a role model in conduct, appearance, communication, mutual respect and ethical behavior and decision making. Adhere to the management style of a servant leader.
7. Identify and evaluate risks to the Community's image, residents, staff, property and finances and implement measures to control risks; ensure the physical community is maintained in an effective and efficient manner and communicate any concerns to the Board of Directors.
8. Have knowledge of and ensure the Community maintains compliance with regulations promulgated by the Louisiana Department of Health (LDH) and other regulatory authorities regarding medical services offered to assisted living and memory care residents. Qualify as ED under LDH regulations.
9. Maintain membership in LeadingAge and/or other associations dedicated to the support and education of long term care providers for the elderly.

POSITION REQUIREMENTS - KNOWLEDGE, SKILLS, ABILITIES

- Keep informed of all trends, developments, risk management and other concepts/techniques in the senior residential industry. Knowledge of assisted living best practices; knowledge and understanding of leases/resident agreements with an ability to explain these to prospective guests.
- Knowledge of HR principles including equal opportunity requirements for hiring and promotional opportunities, employee development and performance management skills; understand confidentiality of employee and resident information.
- Maintain a positive attitude and possess good leadership and interpersonal skills; respond to resident and staff issues and concerns when they arise; ability to solve problems or conflicts effectively and in a calm, sensitive manner; positively influence others to achieve results that are in the best interest of the Community; foster a cooperative work environment.
- Knowledge of principles and practices of marketing, marketing plan development, marketing strategies, public relations and advertising cost-effectiveness; knowledge of customer service standards, current developments/trends in the senior living industry including typical community challenges and opportunities; ability to communicate the benefits of St. Anthony's Gardens to a range of clientele and/or media sources; ability to develop and deliver presentations to the public, staff and residents/families of the Community.
- Affinity for seniors and genuinely care for their well-being with demonstrable patience and compassion for the welfare of St. Anthony's residents; demonstrate an appreciation of the heritage, values, and wisdom of the resident and an understanding of their rights, the aging process and diseases of the elderly.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

- While work is performed in a residential community setting, the mission of the Community may involve non-standard work locations and may require attendance at conferences, evening and/or weekend events.
- Speaking and hearing abilities required to perform job responsibilities; understand verbal and written directions with superior verbal and written communication skills required.
- Employee must be in good physical health and have the ability to sit, stand, climb, walk, and possess the strength/stamina to perform required duties.

QUALIFICATIONS

The ideal candidate should have a passion for working with seniors, a high degree of customer service, strong leadership abilities and marketing and sales experience. Additional requirements include:

- Bachelor degree in business, communications or related field.
- Minimum of five (5) years' experience in retirement, nursing home, or assisted living industry.
- Must have compassion for and desire to work with the elderly.
- Proven success in business operations with noted ability to lead teams to achieve quantifiable goals and objectives.
- Strong customer service track record with measurable results.
- Computer, analytical, communication and problem solving skills.
- Ability to work independently; be self-motivated and goal-directed.
- Must be honest, fair, dependable, respect confidentiality and the rights and privacy of others.
- Must practice and promote policies and procedures, mission statement, core values, policies and procedures of St. Anthony's Gardens and the Archdiocese of New Orleans.
- Must be a practicing Catholic.
- Must meet all health requirements including pre-employment physical and current PPD (or chest x-ray) for tuberculosis and pass background checks including drug screen.
- Must provide minimum of five (5) references who can directly attest to candidate's skills and abilities required for this position.

All candidates should send a Cover Letter, Resume, and three references to the Office of Human Resources at jobs@arch-no.org.