

JOB TITLE: EXECUTIVE DIRECTOR

ORGANIZATION: Senior Care of Orange County, Inc. administers Soltys Place, an adult day health program. The program provides community-based support for adults who require assistance and supervision for their daily health and wellbeing. Participation in the program fosters optimal independence, social connection, and meaningful activities for staff and participants alike.

REPORTS TO: SENIOR CARE BOARD OF DIRECTORS**JOB DUTIES:**

- In collaboration with the Board, plan, implement and manage the daily operations of the Soltys Adult Day Health program including staffing, budgeting, and programming.
- Ensure that state regulatory requirements are met, and documentation reflects compliance and reporting guidelines.
- Screen, hire and evaluate employees in accordance with Senior Care of Orange County policies and procedures and state of North Carolina laws.
- Meet with prospective participants and families to evaluate support and funding needs. Follow up with nursing staff and outside agency personnel to determine whether needs can be met with services available.
- Facilitate care planning initiation and continued integrity, including reviews and updates with family and participants according to their abilities to participate in the process.
- Supervise accounts receivable and payable duties to ensure timeliness and accuracy. Monitor fiscal performance and proactively address issues as they arise.
- Train health program staff in care, support, and engagement strategies in accordance with Senior Care of Orange County care policy and reinforce skill building through coaching.
- Collaborate with staff, community volunteers and other resources to plan and facilitate activities which meet the individual needs, interests, and abilities of participants.
- Develop and maintain policies and procedures which reflect Senior Care of Orange County's mission, values, and ensure sustainability and viability of services.
- Represent the organization in the community to outside agency partners, referral sources, and statewide organizations.
- Manage other program needs as designated by the Board of Directors.

QUALIFICATIONS:

- Minimum of bachelor's degree, preferably in a human services or healthcare related field
- At least 18 years of age
- Experience working with adults with a variety of skills and abilities.
- Supervisory experience and comfortable with giving and receiving feedback. At least two years of work experience in supervision and administration.
- Knowledge of budgetary and accounting processes
- Knowledge of state regulatory and reporting processes
- Ability to communicate effectively
- Organizational skills and knowledge of regulatory requirements for record keeping maintenance and archiving.
- Flexible, kind, and compassionate when collaborating with others
- Completion of background check
- CPR/BLS certification compliant with state requirements.
- Physician statement verifying health status which will not impede ability to work
- Proof of Covid-19 vaccination