

Job Title: Residence Administrator

Location: Mandeville, LA

At Lynnwood Place Residential Assisted Living, we are dedicated to providing a loving and nurturing environment for our senior residents. Our culture is built on high ethics and values, ensuring that every individual is treated with dignity and respect. We prioritize creating a great environment not only for our residents but also for our employees, fostering a family-friendly atmosphere that supports work-life balance.

Position Summary:

We are seeking an experienced and compassionate **Residence Administrator** to lead our dedicated team and ensure the highest quality of care for our residents. The ideal candidate will have a background in nursing or senior home management, with a strong commitment to upholding our values and promoting a positive company culture.

Key Responsibilities:

- **Daily Operations:** Oversee day-to-day operations of the assisted living facility, ensuring a safe and welcoming environment for all residents.
- **Staffing Operations:** Manage and schedule staff, providing support, training, and performance evaluations to maintain high standards of care, payroll assistance.
- **Family Communications:** Continuous and effective communications with residents and their families, addressing concerns and ensuring satisfaction with services provided, care updates, ongoing needs, etc.
- **Medications Management:** Provide ongoing guidance to staff regarding medication administration, coordination with the selected pharmacy team to ensure medications refills are updated and any discrepancies or issues are handled by the pharmacy team.
- **Food and Beverage:** Management of the chef and kitchen inventory, menu compliance/updating, grocery ordering, holiday and special event planning.
- **Human Resources:** Hiring staff, scheduling on-call or PRN back-up staffing, ongoing training, firing, incentive programs; managing all documentation to support HR functions; prepare and present monthly reports to the owners, highlighting operational performance and areas for improvement.
- **Resident Coordination:** Management of resident intake processes, including initial and ongoing assessments (in conjunction with the medical team) and developing/updating personalized care plans.
- **Regulatory Compliance:** Coordination with the owners for monitoring compliance with all state regulatory requirements, ensuring the facility adheres to state and federal guidelines.
- **Marketing and Networking:** Participate in marketing activities like networking, family tours, local events, and general awareness of the home; manage the sales process from initial interest to resident agreement contract; develop a thorough follow-up system for lead nurturing
- **Maintenance:** Supervise general maintenance of the facility, ensuring a clean and well-maintained living environment: housekeeping, repairs, holiday planning, etc.
- **Culture-Building:** Foster a positive company culture for employees; plan and promote activities and events that enhance the quality of life and exercise opportunities for residents.

Qualifications:

- LPN nurse with a minimum of 5 years of experience, or at least 5 years of experience at a director level in a senior home or assisted living facility (or similar).
- Strong leadership and management skills, with the ability to inspire and motivate a diverse team.
- Excellent communication and interpersonal skills, with a compassionate approach to resident care.
- Thorough understanding of regulatory compliance and best practices in assisted living.
- Ability to manage multiple priorities and maintain a high level of organization.
- Commitment to fostering a positive and ethical company culture that respects and values all individuals.

What We Offer:

- A supportive and loving work environment that values each team member's contributions.
- Competitive salary and bonus package.
- Flexible schedule: Starting at part-time (20-25 hours per week) with upward mobility to full-time.
- Opportunities for professional growth and development: grow with our company and experience unlimited job development and financial reward.
- A family-friendly culture that promotes work-life balance.

How to Apply:

Interested candidates are invited to submit their resume and cover letter detailing their relevant experience and why they are passionate about this opportunity to info@lynnwoodplaceral.com

Join us in making a difference in the lives of our residents and be part of a team that truly cares. We look forward to welcoming you to our Lynnwood Place family!