

Job Title: Campus Administrator

Company: ROI Search Partners on behalf of the Daughters of Charity

Location: Emmitsburg, MD

Contact: Jenny Rogers, Senior Talent Acquisition Consultant, Jenny@ROIsearchPartners.com

Summary:

We have been retained by our client, the Daughters of Charity, in Emmitsburg to secure their next Administrator. This position is an exceptional opportunity for an experienced leader in residential senior care management. You will oversee the overall healthcare, physical, emotional and mental health needs of the residents, continue to foster a culture of belonging, and empower a strong team of tenured senior leaders. LNHA or CNHA is required for this role.

Full Job Description:

I. TITLE: Campus Administrator - Emmitsburg, Maryland

FLSA: Exempt

II. POSITION SUMMARY:

This Campus Administrator reports to Daughters of Charity Ministries, Inc. (DCM) Provincial Treasurer and is responsible for the leadership, administration, direction, health care management, and coordination of operations at the Emmitsburg campus. The Administrator is responsible for facilitating the interface of all ministries and entities of the Emmitsburg campus (St. Joseph House which includes the Bethany, Caritas, and Villa St. Michael communities, Seton Center, Mother Seton School, Seton Heritage Ministries, Mount St. Mary's and Seton Village), and designated operations on campus. The Campus Administrator supervises staff in all health care providing areas and all operational and functional areas of the campus minus those functions reporting directly to Provincial Leaders (Archives, Finance, Human Resources, Information Technology, and Sister Support).

III. ESSENTIAL FUNCTIONS:

1. Develop and align operational goals and objectives to the DCM's strategic plan; communicate and implement all objectives to ensure all departments of the campus function in an effective manner.
2. Facilitate consistent internal and external information flow and coordination between ministries on the campus and Daughters of Charity living on the campus.
3. Facilitate a good communication process and flow of needed operational and Provincial information throughout the campus. Keep all operational staff informed on topics needed to maintain an open communication work environment.
4. She/he is responsible for the success of the full campus. In conjunction with the DCM Director of Facilities and local Facilities Director, she/he will work with them regarding construction projects, improvement projects, and preventative maintenance programs

for the Emmitsburg campus properties owned by Daughters of Charity Ministries. In functions that do not directly report to the Campus Administrator, she/he will work with Provincial Leadership to fulfill necessary responsibilities.

5. The Campus Administrator will carry out all responsibilities in the spirit of the mission and values of Daughters of Charity.

6. Work to create and sustain an empowered leadership team that demonstrates positivity and respect, while holding themselves and staff accountable. Be a role model that demonstrates excellent leadership and cooperative teamwork.

7. Meet regularly with leaders of entities of the campus to review activities or issues relevant to the campus.

8. Assist the Provincial Treasurer in developing long-term strategies to keep the campus proactively prepared in meeting the Sisters' and staff demands. Working with an adaptable growth mindset is key to effectively fulfilling these strategies within the Vincentian principles.

9. Develop and submit a timely annual budget for approval to the DCM Provincial Treasurer. Manage against the approved budget and report variances and expected variation in a timely manner.

10. Work in concert with the Provincial Treasurer and partner with DCM Provincial Leadership for all campus related matters, such as property, legal, insurance, staffing, Human Resources, technology, risks management, internal and external communication, financials and innovative principles associated with the campus and its functions.

11. Assure DCM Policies and Procedures are communicated and followed by employees. Communicate expectations and hold staff accountable with an empathetic mindset.

12. Ensure all campus policies are consistent with DCM Policies and Procedures.

13. Collaborate and consult regularly with the local Human Resource leader on human resource matters to meet DCM's Provincial objectives. Work to create and sustain a positive work culture.

14. Oversee and collaborate with clinicians and support staff to ensure caregiving leadership and staff are providing optimal health care for all resident Sisters.

15. Promote the culture of Person Respected Care.

16. Work to promote a positive, engaged work culture for employees consistent with DCM's Core Values of Reverence, Integrity, Generosity and Unity.

17. Collaborate with Sister Servants on matters involving Sisters' needs, communications and related important matters.

18. Promote a psychologically safe culture and a culture of Diversity, Equity, Inclusion and Belonging through-out the campus. Work to promote and sustain a Culture of Belonging for all staff regardless of race, gender, age, color, religion, orientation or other characteristics.

19. Assumes the role of the Daughters of Charity Ministries on-site contact person for Seton Village Apartments.

20. Review time and attendance data for direct reports, approving and coordinating PTO (paid time off).

21. Directs staff responsible for hospitality, including use of rooms for meetings, events, overnight stays, retreats and Seton Shrine White House.

IV. OTHER ACCOUNTABILITIES:

1. Direct and supervise the work and persons under his/her direct supervision. Partner with Provincial and local Leaders regarding staff and operational matters that are not within their direct scope of responsibility. Maintain good working relationships with Sisters, leaders, and staff.

2. Create an environment that fosters teamwork, effective communication, responsiveness, and service.

3. Model excellence in leadership, collaborative teamwork and foster a Culture of Belonging.

4. Must possess strong problem solving, time-management and organizational skills, including the ability to prioritize and manage multiple projects and maintenance demands.

5. Coordinate with the Sister Servants to support the physical and spiritual well-being and community life of the Sisters. Maintain an open line of communication with the Sister Servants and Sisters residing on the campus.

6. Coordinate with Health Care providers to ensure optimal health care for resident Sisters.

7. Conduct Administrative Team meetings as needed; initiate and maintain open lines of communication among managerial staff.

8. Work to create excellent communications and collaborative teamwork for the full campus.

9. Other duties as assigned.

V. PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Office Environment

VI. EDUCATION AND EXPERIENCE:

The position requires a Bachelor's degree; demonstrated experience and competence in a leadership role with broad scope for a minimum of 15 years; preferred work experience in long term health related services, administration, or other operational experience that includes a broad scope of responsibilities similar to that of a general manger or site leader.

Experience in residential senior care management with a Health Care License required. Licensed Nursing Home Administrator (LNHA)- with technical skills in patient care, data analysis, quality assurance and related oversights.

VII. KNOWLEDGE, SKILLS AND ABILITIES:

The position requires considerable knowledge of the concepts and practices of management and strong analytical and reasoning abilities. This position requires leadership skills consistent with the Mission and Values of DCM (driven to create a positive, engaged work culture). The candidate must:

1. Exhibit excellent leadership skills
2. Exhibit good organization and follow-through skills.
3. Be able to effectively communicate with a diverse group of people, including Sisters, employees, architects, engineers, attorneys, contractors, etc.
4. Operate with tact, integrity, and common sense.
5. Promote collaborative teamwork, an engaged well informed work culture and a culture of belonging for staff and leaders.

VIII. ORGANIZATIONAL RELATIONSHIPS:

1. Reports to: Provincial Treasurer
2. Supervises: Dietary Manager, Facilities Director, Life Enrichment Director, Nurse Manager, Safety and Security Manager, Transportation Manager
3. Support: N/A
4. Collaborates/coordinates with: Chief Financial Officer, Controller, Local Human Resources Director, Provincial Chief Human Resource Officer, Provincial Facilities Director and Provincial Chief Technology Officer.

About the Employer

Our agency has been retained by the Daughters of Charity to secure their next Campus Administrator.