

## JACKSON FRIENDLY HOME

**Job Title:** Administrator  
**Reports to:** Jackson Friendly Home Board of Directors  
**Delegates to:** All JFH Staff, Employees, and Contractors

### **Position Overview:**

The Jackson Friendly Home (“JFH”) is seeking an Administrator to manage the day-to-day operations of JFH in accordance with all applicable licensing and safety regulations. The Administrator must demonstrate a sincere passion for JFH’s mission and have the experience and insight necessary to help shape and achieve JFH’s strategic plan. JFH is a licensed Home for the Aged that serves 45 women over the age of 55. Roughly 28 staff members manage the 30,000 sq. foot facility 24 hours per day. This position requires 24-hour on-call management and supervision.

### **Required Qualifications:**

- Bachelor’s Degree or higher in non-profit management, health care administration, human services, or a related field and/or equivalent experience
- At least 3 years of health care management experience and/or equivalent experience
- Must possess strong leadership, teambuilding, and management skills
- Shall be in good health and free from communicable diseases, must be able to lift over 40 lbs., function in an active environment, be able to perform CPR, and provide leadership in critical medical conditions.
- Shall satisfactorily pass pre-employment physical exam, drug screen, and background check

### **Required Knowledge, Skills and Abilities:**

- Demonstrates appreciation and understanding of JFH’s role within the community that it serves, as well as demonstrates ability to develop and implement vision for JFH’s future growth and sustainability
- Demonstrates knowledge of applicable regulations (including, but not limited to, Michigan Public Health Code, Home for Aged Regulations)
- Experience with Accounts Payable, Accounts Receivable, Payroll, and demonstrates ability to perform business mathematics sufficient to maintain JFH financial systems
- Strong leadership, human relations, and communication skills
- Demonstrates an ability to foster and maintain effective relationships with regulatory agencies, as well as residents, stakeholders, donors, funders, and community partners

### **Essential Duties and Responsibilities:**

- Advance the mission of JFH by ensuring that residents receive high quality care and making JFH a home of choice for others in the community
- Responsible for overseeing all day-to-day operations of the JFH facility to ensure compliance with all State and Federal regulations affecting licensure, resident safety and employee satisfaction
- Oversee and manage the selection, training, development, and performance of all JFH staff
- Coordinate the initial screening and admission processes with respect to new residents, as well as consistently manage the appropriateness of current residents so as to ensure that all residents receive the highest quality of care that JFH is equipped to provide
- Foster and maintain successful relationships with members of the community, stakeholders, residents, families of residents, and other partners so as to promote and advance the mission of JFH throughout the community
- Monitor and manage JFH financial operations so as to ensure that JFH is operating in a fiscally responsible manner, as well as to effectively further JFH’s long-term goals and strategic plan
- Develop and maintain relationships with donors and coordinate fundraising activities, including, but not limited to, grant writing and grant management.

- Draft, abide by, and implement appropriate resident care policies, personnel policies, and other operational policies and procedures necessary to remain in compliance with required laws, regulations, and guidelines
- Manage and oversee necessary improvements to the JFH facility, as well as work with the JFH Board of Directors to plan for, budget, and manage large-scale projects involving improvements to JFH infrastructure
- Maintain open and constructive communication with the JFH Board of Directors, as well as participate in Board Meetings, Committee Meetings, etc., as necessary, to maintain and coordinate strategic objectives
- Any other tasks as assigned by the JFH Board of Directors

The above statements are intended to describe the general nature of the work being performed by personnel assigned to this position. This is not an exhaustive list of all duties, responsibilities, knowledge, skills and abilities associated with this position.

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Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board of Directors

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Date