

Vice President Operations

Emerald Communities is a mission-focused, not-for-profit organization that provides leadership for its affiliate organizations to create and enhance lifestyle opportunities for seniors. We are a 28-year old organization serving seniors in the Pacific Northwest. We operate 527 residential living homes, 76 assisted living suites and apartments, 31 memory care suites, and 91 skilled nursing beds in our two premiere Life Plan Communities, Emerald Heights and Heron's Key.

Over the past decade, Emerald Communities has expanded its Redmond campus and created a new start-up community in Gig Harbor. We have plans to continue expanding our existing communities and pursue other growth opportunities.

We are searching for our Vice President of Operations to join our executive team to be responsible for the oversight of operations for our Life Plan communities!

The VP Operations provides leadership, strategic and daily operational support to community Executive Directors and the Corporate Director of Food & Beverage to ensure proper management, planning, organization evaluation and control in all community operating departments. This position works under the direction of the President/CEO in setting direction and fulfillment of the established mission, goals and objectives. The VP Operations also serves as the Corporate Risk & Corporate Compliance Officer.

THE ROLE:

- Directs the overall management of our life plan communities.
- Develops and manages a corporate-wide risk management program to identify, assess and mitigate actual and potential losses and exposures across all facility types, levels of care and service lines of organization.
- Monitors and provide updates to the Corporate Compliance program and Health Insurance Portability and Accountability Act (HIPAA) policies in accordance with all regulations. Attends all related meetings.
- Supervises and assist communities in the development and implementation of new programs & policies.
- Ensures that all functions and operations are conducted in accordance with organization mission and values.
- Develops short and long range operational & strategic goals and plans to improve internal operations which are results-oriented.
- Assists with community annual budget completion and monitor to ensure communities meet targets for operating expense, operating revenue and occupancy.

- Provides daily support to ensure improved quality of service and resident satisfaction
- Weekly physical presence in our communities and attend various committee meetings.
- Works closely with the Emerald Communities executive team and attend scheduled meetings.
- Temporarily assume the role of community Executive Director in case of interim vacancy.
- Completes projects and tasks as assigned by President/CEO

KNOWLEDGE & SKILLS REQUIRED:

- Demonstrated leadership ability and team management skills
- Proven skills in strategic planning, organization and delegation
- Able to prioritize and implement multiple projects and tasks
- Excellent knowledge of accounting, financial planning and analysis concepts and practices
- Strong interpersonal skills and excellent communication skills, both verbal and written
- Consistently demonstrate good judgment and decision-making skills
- Handle sensitive materials and maintain confidentiality
- Abreast of all current laws and regulations applicable to our operation
- Active participation in Leading Age and community/civic organizations as requested by CEO
- Valid driver's license and ability to travel between our communities

EDUCATION & EXPERIENCE NEEDED:

- Bachelor's degree in business administration, health care administration, finance, accounting or related area
- Minimum 10 years of experience as an Executive Director and/or multi-community oversight responsibility in senior living management
- Nursing Home Administrator (NHA) license and ability to obtain in Washington state
- Master's Degree or MBA desirable
- Risk management certification obtained within 1 year

Emerald Communities offers a competitive salary and a comprehensive benefit package, including 100% employer paid medical, dental, vision and life insurance!

If you are interested in joining our growth and mission-driven team, we want to hear from you!

Please email or mail resume and cover letter to:

Jo Hollis, CHRO
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www.emeraldcommunities.com

This role will be required to provide proof of COVID-19 vaccination as a condition of employment

Emerald Communities is an Equal Opportunity Employer