

Jewish Family and Children's Services
Rhoda Goldman Plaza
2180 Post Street
San Francisco, CA 94115

Job Description

JOB TITLE: Administrator, Rhoda Goldman Plaza of JFCS

POSITION SUMMARY: Under the supervision of the Associate Director of Seniors At Home and close coordination with the Executive Director of JFCS, the full time Rhoda Goldman Plaza (RGP) Administrator is responsible for overseeing and directing the day-to-day operations of our best-in-class Assisted Living & Memory Care Community, focused on the Jewish community. This role ensures the successful delivery of Rhoda Goldman Plaza's signature high standards of operation and a supportive continuum of care for older adults and their families through a collaborative approach with senior staff at JFCS' Seniors At Home. The RGP Administrator plays a crucial role in setting and achieving budgetary goals and maintaining compliance with all local, state, and federal laws, as well as Title 22 regulations. The Administrator professionally represents the community and is dedicated to improving quality of life for the residents, while fostering a positive workplace culture.

The Administrator understands and assists in developing and achieving strategic plan, budget, and service goals, works to achieve the mission and objectives of Jewish Family and Children's Services, and executes responsibilities within the limitations of the Agency's resources, and performs all duties in compliance with legal and agency standards.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Leadership and Management:
 - Provide strong leadership to the management and broader RCFE team, fostering a positive and collaborative work culture.
 - Oversee and coordinate the day-to-day operations of the facility to ensure the highest standards of care and service are maintained.
- Resident Care and Satisfaction:
 - Ensure the well-being and satisfaction of residents and their families by maintaining a person-centered care approach.
- Financial Management:
 - Collaborate with the finance team to prepare and manage RGP's budget effectively and optimize resource allocation.
 - Identify opportunities for revenue generation and cost savings and assure that financial objectives are met.
- Quality Assurance & Regulatory Compliance:

- Stay current on all federal, state, and local regulations related to RCFEs and ensure compliance in all aspects of the facility's operations.
- Conduct regular audits and assessments to identify and enhance areas requiring improvement.
- Staff Training and Development:
 - Oversee the training and development of all associates, ensuring that they are equipped with the necessary skills and knowledge to provide exceptional care.
 - Conduct regular performance evaluations and implement training programs to assure a strong learning culture.
- Commitment to mission and goals of JFCS and Rhoda Goldman Plaza:
 - JFCS seeks to develop, restore, and maintain competency of families and individuals of all ages; to serve the Jewish community, and the general community, as resources allow and to increase Jewish identification and involvement.
 - RGP provides supportive services to enable the Jewish older adults, and others as resources allow, to achieve the maximum level of independent function at an affordable cost.
- Community Engagement:
 - Build and maintain positive relationships with residents, families, and the community at large.
 - Synergize with other divisions within Seniors At Home and the broader JFCS Agency to establish a seamless continuum of care for older adults and their families.
- Comply with the Jewish Family and Children's Services Policy and Procedures Manual, as well as agency health and safety standards for clients, employees, and its' facilities.
- Undertake other duties as assigned by the Associate Director of SAH, and JFCS executive leadership.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Must be able to remain in a stationary position 50% of the time.
- The person in this position needs to occasionally move about inside the office to access file cabinets, office machinery, etc.

- Regular use of hands requiring dexterity in using, manipulating and constant use of a computer and other office productivity machinery, such as calculator, copy machine, computer printer, and other office equipment.
- Visual ability to read documents and a computer monitor.
- May be required to lift up to ten (10) pounds.
- Exposure to low to moderate noise levels characteristic of working in an office environment.
- The person in this position requires effective communication with JFCS staff, employees, and outside customers or vendors. Must be able to exchange accurate information in these situations.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's degree in healthcare administration, business management, social work, or a related field; master's degree preferred.
- Current California Residential Care Facility for the Elderly (RCFE) certification and First Aid certification required.
- Minimum of ten (10) years of experience in a leadership role within a RCFE.
- Strong understanding of RCFE regulations and compliance requirements.
- Excellent communication, interpersonal, and organizational skills.
- Proven ability to lead and motivate a diverse and high performing team.
- Compassion for older adults and a commitment to providing the highest quality of care.

This is a full-time, exempt position with benefits.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.