

Alzheimer’s & Dementia Services of Memphis, Inc.

TITLE: Executive Director

SCOPE OF POSITION: The Executive Director has general oversight and responsibility for the day to day operations and programs of Alzheimer's & Dementia Services at two facilities, Kennedy Park and Dorothy’s Place. lea

The ED is responsible for the overall leadership and management of the affairs of ADS including the implementation of board approved programs, policies and procedures to meet the objectives of ADS’ mission. This position oversees policy and program development, participant and family care, fundraising and events, as well as the management of finances, technology, personnel, human resources, and administrative operations. The ED will have a depth of professional experience in all of these areas with emphasis on organizational management, strategic planning, marketing, fundraising and government relations.

SUPERVISION AND RESPONSIBILITY: The Executive Director is responsible to the Board of Directors of Alzheimer’s & Dementia Services of Memphis, Inc. and is subject to the Board’s prescribed policies, guidelines and procedures. The Executive Director is supervised by the President of Alzheimer’s & Dementia Services of Memphis, Inc. (ADS)

SPECIFIC RESPONSIBILITIES:

Board Liaison

- Assist and guide the Board of Directors and its committees in the development of the programs and services pursuant to the mission of ADS
- Assist and guide the Board of Directors to sharpen the organization’s strategic direction
- Assist and guide the Board of Directors and its committees in the development of policies and procedures for the operation of the Centers.
- Work with the Board of Directors Finance Committee in constructing an annual budget for ADS
- Provide reports as the Board of Directors and/or President may request.
- Attends Board of Directors and Executive Committee meetings, and other committees as requested.
- Maintains appropriate, regular and timely communication regarding all issues concerning the organization and the people ADS serves.
- Informs President, Executive Committee, etc. of any occurrences that impact the ability of ADS to fulfill its mission in the care of Alzheimer victims and their families.
- Initiate long range strategic plans.
- Carry out other responsibilities as the Board of Directors may require from time to time. Or Perform all duties and responsibilities that do not deviate from the nature of this position

Participant Care

- Responsible for the care of day program participants.
- Assists in conducting enrollment visits and provide informational packets and tours for inquiries.
- Assist with intake visits as needed. Provide a process of orientation and on-going support to families of participants.
- Maintain quality of care by overseeing the following in coordination with Assistant Director, Site Coordinators, Activity Directors, and Social Workers:
 1. Participant and medication check in.
 2. Personal care of participants.
 3. Appropriate eating arrangements.
 4. Supervision of wandering participants.
 5. Orientation of new PCA's assigned to site.
 6. Acclimation of new participants and caregivers to site and policies of ADS.
 7. Employee and participant daily and periodic records.
 8. Observes participants and inform participant families of changes in physical and emotional well-being of participants. Document these changes.
 9. Conducts periodic functional assessments of participants and assists in developing appropriate individualized plans of care and quarterly assessments
- Oversee the daily activities coordinated by the Activities Directors, Site Coordinators and Coordinator of Personal Care. Ensure that the activities are appropriate and meet the needs of the participants, support groups and volunteers.
- Coordinates with Site Coordinators and Activity Directors about the activity schedule, supplies, therapies and outside entertainers. Supervises and evaluates all daily therapeutic activities. Monitor that participants take medications as directed on participants' medication sign in and prescription containers. Monitors that all medication supervision records are maintained.
- Maintains safety and well-being of participants, staff, visitors, and facility.
- Ensures that participant and family issues are resolved in a timely fashion
- Monitors and oversees coverage by the PCA's to ensure the proper care of ADS' participants as their needs change.
- Monitors all inventories of participant, staff and facility needs.
- Keeps facility clean, neat and inventories up to date.
- Monitor that annual performance evaluations of staff are completed.
- Evaluates how well program goals and objectives are met and modify or terminate programs that do not meet or exceed established goals and/or fulfill the mission of ADS.
- Maintain maximum enrollment at the Centers. Develop a waiting list through timely follow-up on all inquiries.

Administration

- Operates agency in accordance with good business practices and in compliance with all contractual obligations, standards of adult day programs for the state of Tennessee and

the mission and philosophy of Alzheimer's & Dementia Services.

- Sets, clarifies and evaluates goals and objectives.
- Develop strategic short- and long-term plans.
- Implements agreed upon goals, objectives and strategic plans
- Responsible for the preparation, and timely submission of reports to Board of Directors and all other appropriate agencies as directed.
- Prepares monthly day program reports
- Prepares statistical reports for grants as needed.
- Prepares yearly budget. Maintains an awareness at all times of the agency's cash flow position. Authorizes expenditures within the adopted budget.
- Prepares for yearly licensing and audit
- Seeks new program opportunities and develops them as appropriate
- Ensures that information and decisions are communicated appropriately to the Board, managers and other staff members as indicated.
- Reviews operations on an on-going basis to assure that all phases of the agency operate smoothly and efficiently.
- Maintains official records and documents, and ensures compliance with federal, state, and local regulations
- Maintains a working knowledge of significant developments and trends in the care of dementia patients in an adult day program setting.
- Maintains confidentiality of all internal matters pertaining to ADS, its participants, families, staff and its operations
- Ensures adequate control and accounting of all funds and maintains sound financial practices
- Maintains legal records and ensure compliance with non-profit laws.

Staff Management / Development

- Ensures compliance with ADS policies and state and federal regulations regarding employment and the workplace.
- Administers personnel policies
- Effectively assigns, directs, controls, counsels and disciplines staff
- Promotes cooperation and teamwork among staff; establishes high standards of conduct and job performance for subordinates; delegates work; leads by example
- Ensures that regular job performance evaluations are held and documented
- Supervises training to encourage competency and skill development
- Improves staff effectiveness through assistance, oversight, resource accessibility and training
- Through personal performance, instills the feelings of trust, dependability and stable work environment to encourage staff productivity
- Coordinates with Personal Care Coordinator to assign staff as needed to meet deadlines and maintain proper staff to participant ratio.
- Prioritizes staff tasks, as necessary, to ensure timely completion

- Monitors that decisions reflect goals, philosophies and procedures of Alzheimer's & Dementia Services
- Support and engage ADS staff in aligning their roles and the organization's structure with its strategic direction
- Builds staff and volunteer cohesiveness and pride
- Fosters good communication
- Shares success and rewards
- Manages conflict as required.
- Provides guidance to staff and volunteers to ensure that roles and responsibilities are defined.
- Monitors standards for performance and ethical conduct.
- Ensures a respectful, comfortable and safe working environment

Record Management

- Coordinates the maintenance of participant files, attendance records, update, incident reports, medications forms, etc.
- Ensures that personnel, family, support groups, and visitor records are maintained.
- Maintains records and correspondence for scholarship programs
- Ensures that monthly meal reports, recording of in-kind donations are maintained

Facility Management

- Ensures the maintenance of an inventory of furniture and equipment.
- Authorizes the purchase of supplies, equipment and services necessary to carry out the functions of ADS which fall within the guidelines of the approved operating budget.
- Ensures adequate security, upkeep, and maintenance of all property and equipment owned, rented or leased by ADS
- Routinely inspects facility for compliance with applicable fire, safety and sanitation policies, to detect existing or potential accident and health hazards.
- Reports hazards, violations or deficiencies in accordance with company policies and procedures
- Recommends corrective or preventive measures where indicated
- Schedules maintenance and repairs within approved budget

Community and Public Relations

- Represents ADS and communicates about the program to the community
- Develop networking relationships with community agencies or groups who may have some interest in the services, families, or participants.
- Serves as an effective spokesperson for the agency; represents the programs and point of view of the organization to agencies, organizations and the general public
- Maintains and develops partnerships to sustain and enhance programs Be an articulate spokesperson and persuasive champion for PWD, their families and caregivers.

Other duties as assigned

Other Areas

- Is creative and enthusiastic in conveying ideas

Qualifications

- Should have a Bachelor's degree, Master's preferred
- Should have five years of significant and verifiable work experience in a management position with organizational, human resources and administrative experience.
- Specific training and experience in the care of Alzheimer's patients or in an ancillary field where there is reasonable transfer of ideas and skills to the care of Alzheimer's patients.

Skills and Abilities

- Must be an experienced leader with proven executive management, organizational, and administrative skills.
- Must possess excellent interpersonal, oral, written communication and computer skills
- Must demonstrate proficiency in word processing, databases, spreadsheets, presentations, graphic design, social media platforms and internet functionality
- Must possess strong planning, implementing, executing, and evaluating skills
- Must be able to lead the teams at both centers as one agency.
- Must have the ability to work effectively with the Board of Directors and managers
- Must have the ability to work with and supervise others as an effective team builder and team player.
- Must have the ability to listen and understand issues from multiple points of view
- Must be a role model, lead by example, and take personal responsibility
- Must possess the ability to make "hard" decisions without "Knee-jerk" reactions.
- Must have the ability to prioritize and concurrently manage multiple tasks.
- Must be willing to cross train in all positions.
- Must be detail oriented and organized
- Demonstrates the ability to complete any required training.
- Physical ability to perform manual work including significant lifting and bending.
- Must be able to speak, read, write, and understand English
- Must be eighteen (18) years of age
- Kind heart, patience, and compassionate spirit required.
- Skilled communicator and dynamic public speaker
- Extensive knowledge of grantmaking and the grantmaking community

Salary: \$90K

To Apply: Qualified applicants please submit resume to rshelton@adsmemphis.org