



Summerhaven Administrator

Summerhaven, an independent living residential home for persons in wheelchairs is actively seeking an Administrator. The post holder will be responsible for the well-being and satisfaction of the residents, the supervision of staff and the operational management of the facilities.

Responsibilities

Supervise the care of all residents including interacting with family, pharmacist, therapists, dieticians, social services and others as needed to ensure the provision of optimum care to residents.

Provide supervision for all staff; schedule and assign duties to staff to ensure adequate coverage of nursing, laundry, housekeeping and food service. Establish goals, objectives, standards of performance and demonstrate the ability to produce clear, concise and comprehensive reports, interpret policies, standards and regulations and communicate effectively to staff, residents, families, stakeholders and the public. Develop and implement programme planning and evaluation. Seek external resources and services such as therapy, education and activities to enhance the Residents optimal level of independence and quality of life.

Review applications for new Residents, gather relevant information and present to the Board for consideration. Admit new residents; conduct admission interview; orientate resident/family to facility and programme.

Master's Degree in Public Health or relevant field of study and a minimum of five (5) years relevant experience preferred.

Occasionally, the post holder may be required to work after hours and/or on weekends.

Please email your resume to summerhaven@northrock.bm

Summerhaven: 131 South Shore Road, Smith's HS01 Telephone: 293-2099

Closing date 28 November 2016