



Church of Christ Care Center

Job Title:	Chief Executive Officer	Job Category:	Executive
Location:	23575 15 Miles Road Clinton Township, MI 48035	Travel Required:	20%
Department:	Administrative	FLSA Type:	Exempt
Reports to:	Board of Directors		

General Summary: The CEO shall serve as the chief liaison between the Church of Christ Care Center (CCCC) and all its subsidiaries, community and governmental agencies. The CEO shall provide leadership and assist the CCCC Board of Directors and its various committees in the development of policies, procedures and plans which result in the accomplishment of both the long term and short-range goals established by the Board of Directors.

Principal Duties and Responsibilities:

- The CEO is directly responsible and accountable to the Board of Directors to ensure the mission, vision, and policies established by the Board are implemented and carried out, and that all programs and facilities are properly administered.

Organization and Management

- Supervise the Administrators of any subsidiary entities within the policies set by the Board of Directors of the subsidiary entity to assure that all facilities and programs of the CCCC are administered in accordance with the bylaws, policies, procedures, philosophy, and within applicable laws, rules, regulations, and standard of accrediting and/or licensing bodies.
- Work with subsidiary Administrators to maintain consistency in the execution and mission of the CCCC.
- Assure the development of a sound fiscal management plan which will support the immediate and long-range goals for the CCCC.
- Hire, organize, direct, coordinate, and develop such personnel as may be needed to conduct the programs of the CCCC within the policies and guidelines established by the Board of Directors within budgetary limits. Involve upper management support such as HR, Marketing, Finance, Health Services, and Fund Development as needed.
- Work in cooperation with the Board in the development, implementation, periodic review of the by-laws, and update of the long- and short-range plans which are in harmony with the Mission Statement and stated purposed of the CCCC.
- Work in cooperation with other committees of the Board either in person, or where appropriate, through senior staff.
- Maintain current understanding and knowledge of the administration of institutional auxiliary services such as nursing, therapeutic activities, recreation, housekeeping, dietary, laundry, and social services.
- Ability to plan, direct, and coordinate all management functions in an institutional program providing care and services for the aged or chronically ill, and to estimate needs and requirements accurately to correlate supporting services.
- Oversee risk management and insurance programs for the CCCC community.
- Monitor community litigation reports.
- Oversee corporate compliance, quality improvement and safety programs.



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Furthering the Mission

- Continue to be forward thinking – preparing the CCCC for future developments.
- Work with the Board as well as local governments in planning additional campuses or improvements as opportunities arise.
- Work with the Board in conjunction with the Administrators to add services and programs as well as enhance those existing services and programs available to the residents.
- Attend senior living conferences and visit other CCRCs to implement policies and procedures and long-range plans that will keep CCCC subsidiary entities competitive thereby ensuring the continuation of CCCC mission.
- Keep in contact with neighboring churches and continue to expand visits to other churches in furthering the mission, goals, and outreach of CCCC mission.

Board Relationship

- Carry out the Mission Statement, policies, and directives of the Board of Directors of CCCC.
- Report to the Board in the manner and at the times established by the Board concerning the overall operations and program of care and services rendered by CCCC as well as specific areas of responsibility.
- Bring all appropriate issues to the Board in a timely manner so they are addressed and resolved.
- Perform such other responsibilities as assigned by the Board.

Community Relationships

- Communicate and promote the mission and programs of the CCCC to the local and surrounding community.
- Ensure CCCC has a favorable and effective public image.
- Ensure consistency of marketing at all campuses.
- Make use of media and speaking engagements before service clubs, congregations and promote staff attendance at appropriate public functions.
- Establish and maintain contact with key individuals in local government, other nonprofit agencies, and the business sector to further the image and reputation of the CCCC.
- Work with subsidiary Administrators to ensure communication with congregations and community at large to promote the mission and programs of CCCC.
- Ensure that CCCC strengthen and maintain close and cooperative relationships with churches of Christ and community congregations.
- Communicate and promote the mission and programs of the CCCC communities at conventions and special events.
- Seek opportunities off campus as opportunities arise.
- Seek to establish closer cooperative relationships with other faith communities.

Fund Development

- Initiate and create fundraising opportunities, working with the Philanthropy team.
- Work with the Administrator and Philanthropy staff to establish and maintain a strong resource development and public relations program for the ongoing support to CCCC.
- Work with the Executive Committee of the Board of Directors and the investment managers to protect and grow investments.
- Be prepared to attend, participate and speak at events.



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Professional Relationships

- In conjunction with the subsidiary Administrators, represent CCCC at meetings and conventions conducted by associations and organizations to which CCCC belongs.
- Represent CCCC at senior living and healthcare-related workshops or events for the purpose of professional growth and exposure of CCCC.
- Promote CCCC at various other professional organizations and opportunities upon request or as arise in support of the mission of CCCC.
- Participate in continuing education, as appropriate.

Knowledge, Skills, Abilities and Qualifications Required:

- Competent, compassionate, and committed professional.
- Ability to articulate a vision, create consensus, motivate people, and build community-based partnerships.
- Possess highly developed interpersonal skills and the ability to interact positively with all constituents of CCCC.
- Possess a high level of personal energy and leadership presence and an enthusiasm for results-oriented performance.

The ability to exhibit:

- Team Builder/Leader: Ability to enable Board and staff together to be a part of an overall institutional team.
- Mutual Goal Setter, Planner: Ability to involve Board and staff in goal setting and to develop plans conceived together with the management team.
- Evaluator: Ability to assess the achievement of goals and evaluate the performance of self and staff.
- Communicator: Ability to keep people fully informed and to listen carefully to others
- Problem Solver: Ability to be solution minded, manage change, and to perceive self as a change agent.
- Institution Developer: Ability to be forward thinking in the continuing development of the institution – possibility thinker.
- Commitment to Values and Quality of Life: Ability to lead with highest integrity in actions and words with commitment to religious, moral, and ethical standards.
- Strong Leader with the skills to:
 - Search for, discover, hire, train, or promote persons with the expertise and the commitment needed to satisfy the objectives of CCCC.
 - Delegate and share responsibilities for the operations of the various components of CCCC ministries.

Education and Experience:

- Bachelor's Degree in Administration or a comparable field with a minimum of ten (10) years of experience in operations, management, budgeting, fund development, human services and staff leadership.
- Master's Degree and/or NHA license preferred.
- Must be experienced in working with a board governance structure.
- Experience in a continuing care retirement community or people oriented comparable field is desirable



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Working Conditions:

Accommodation(s):

As appropriate and fiscally reasonable.

Physical Requirements:

- Normal hearing range to clearly understand conversations with others.
- Sitting for long periods of times, sometimes up to 8 hours per day

Environmental Conditions:

- Occasionally exposed to microbial bacteria and other infectious agents inherent to nursing homes.
- Occasionally exposed to chemical compounds
- Frequently exposed to stressful situations
- Will be exposed to all different kinds of weather-related situations

This Company reserves the right to modify, interpret, or apply this job description in any way the company desires. This job description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying the position. This position will also perform other reasonable related business duties requested and assigned by the Board of Directors. This job description is not an employment contract, implied or otherwise. The employment relationship remains "at-will." The position requirements are subject to change to reasonable accommodate qualified disabled individuals.

I have read the above job description and fully understand its contents. I possess the qualifications indicated and I agree to accept the responsibilities outlined above.

I understand Universal Precautions Risk Classification Categories may apply to this position and I could be exposed to AIDS, HIV, and Hepatitis B viruses.

I understand that the first three months of employment is an introductory period and during this probationary period employment may be terminated without notice.

Approvals:

Employee Signature

Date

Supervisor Signature

Date