



Elder and Adult Day Services

Position Title: Chief Executive Officer (CEO)

Reports to: Board of Directors

Organization Summary:

Elder and Adult Day Health Services (EADS) has provided non-residential, adult day health care since 1984 serving frail seniors and developmentally disabled adults. The centers are located in Bellevue, Des Moines and Bainbridge Island, are the only day health programs in Washington State that are accredited by the Commission on Accreditation of Rehabilitation Facilities (CARF), meeting rigorous guidelines for service and quality. EADS is a private, non-profit organization governed by a volunteer Board of Directors.

Our Mission:

To provide individualized care, in a group setting, designed to improve the health, well-being, and quality of life for each person served, and those who care for them.

Our Core Services:

- Structured, age-appropriate therapeutic activities for all skill levels based on individualized plans of care including both elder and young adult participants
- Personal care assistance and assistance with activities of daily living
- Health monitoring of medical conditions and medication management by licensed staff
- Occupational therapy services
- Caregiver support groups & resource centers
- Referrals to other community services

Position Description:

1. Position Overview:

- a. The CEO is the chief executive officer of EADS. The CEO reports to the Board of Directors, and is responsible for the organization's consistent achievement of its mission and financial objectives.
- b. The CEO provides strategic leadership and vision in establishing direction and policies in the face of constantly changing funding sources both government and private; provides advocacy for the needs of participants, care providers including families and organizations; directs overall day-to-day management of operations with oversight of staff at multiple locations; leads the continuation and improvement of quality care and certification as well as compliance with federal, state and local regulations; works with the Board of Directors to ensure compliance with bylaws, policies and directives of the Board of Directors.



2. Major Duties

- a. Care Management
 - i. Provide oversight and direction for the application of industry best practices in the creation and delivery of individual care plans for all participants in coordination with families and care providers.
 - ii. Maintain relationships and interact with other continuum of care providers to determine trends in providing and monitoring quality care.
 - iii. Maintain and enhance the national level accreditation of EADS.
- b. Strategic Leadership & Advocacy
 - i. Be a strong and effective voice for Elder and Adult Day Services, its population served and the role of Adult Day Health at the local, state & national levels in funding issues, fundraising, marketing and public relations efforts.
 - ii. Provide leadership in the establishment and standardization of quality of care criteria for disabled adults and frail elders.
- c. Staff & Operational Management
 - i. Provide strategic vision and continuing planned approach to growth according to established and approved mission and values.
 - ii. Establish and sustain short and long range goals and objectives as determined by community needs, strategic plan and Board priorities.
 - iii. Maintain appropriately trained and motivated professional staff with a chain of command and appropriate communication to enable control of the agency.
 - iv. Establish processes for efficient and effective organization operations.
 - v. Ensure a risk management plan is in place to cover care, financial and operational issues.
- d. Financial Management
 - i. Provide leadership and direct involvement in ensuring on-going financial stability through a full range of fund development activities including both fees for services and fundraising.
 - ii. Manage effectively the resources, people, dollars and facilities for the maximum benefit to the organizations.
 - iii. Provide fiscal management to oversee budgeting process, control of approved expenditures and monitoring of revenues at both the strategic and day-to-day levels.
- e. Board Interaction
 - i. Is an Ex-Officio member of all Committees of the Board providing support as needed.
 - ii. Provide monthly reports and keep Board apprised of status, issues and trends related to organization financials, fundraising, legislative action, industry background and other impacting events.
 - iii. Work with Board Executive Committee on Board meeting agendas.

Position Specifications:

1. Required:
 - a. Education
 - i. BA/BS in Public Health, Education, Business Administration or a related field, or equivalent experience.



- b. Experience
 - i. Proven related experience applying effective management practices and principles including establishing performance management programs with documented and measured outcomes, establishing internal financial controls, establishing tracking quality programs, organizational development and administration.
 - ii. Minimum five years of progressive leadership roles in health care related services.
 - iii. Proven track record in building organizational financial success.
 - iv. Demonstrated ability in advocacy, fundraising and donor development for non-profits.
 - c. Qualifications
 - i. Exceptional written and verbal communications skills, including presentation skills and experience in public speaking to staff, Board of Directors, state regulators and legislators and media.
 - ii. Ability to motivate staff and provide effective leadership.
 - iii. Strategic planner able to create an organizational vision and a plan to move the organization through uncertain external regulations, funding environments and industry future.
2. Preferred:
- a. Education
 - i. Advanced degree in Gerontology, Public Health or a related field.
 - b. Experience
 - i. Leadership experience in a non-profit environment serving frail elders and disabled adults.
 - ii. Knowledge of industry standards, laws and regulations.
 - iii. Track record of transitioning a non-profit organization to expanded and enhanced diversified sources of funding and to promote organizational growth.
 - iv. Creation of business partnerships with other organizations in the adult day care industry, related industries, government agencies and others.
 - v. Experience establishing and maintaining industry and government quality certification programs.
 - vi. Experience managing distributed operations and staff.
 - vii. Executive level management experience working directly with a Board of Directors.
 - c. Qualification
 - i. Expertise in senior and adult disabled issues with track record and presence in the community on related issues.
 - ii. Application of emerging technology for fundraising, marketing and advocacy.

EADS is an equal opportunity employer
This job description is not a contract for employment
Either you or the employer may terminate employment at any time, for any reason