

**Just Friends Adult Day
Services Executive Director
Job Description**

Job Title: Executive Director
Reports To: Board of Directors
FLSA Status: Salaried/exempt
Prepared By: Executive committee, with M. Clerc
Prepared Date: 1/16/07, updated 2/10/2013, 7/14/2013, 6/12/2017, 1/24/2019
Approved By: Board of Directors
Approved Date: 7/14/2013

SUMMARY The Executive Director is responsible for carrying out the mission, goals and objectives of Just Friends, Inc. in collaboration with the Just Friends Board of Directors and through and with Just Friends staff. The overall purpose of this position is to provide comprehensive and strategic planning, development, administrative decision-making, leadership, management and implementation of the Adult Day Service program according to the policies and procedures adopted by the Just Friends governing board. This person is jointly accountable for ensuring that financial, program, quality and customer objectives of the organization are met.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. Under the general direction of the Just Friends Board of Directors, the Executive Director of Just Friends Adult Day Services:

1. Provide strategic planning coordination, organizational development, personnel management, board development and consulting, and oversees or performs overall administrative functions including resource development and marketing duties.
2. Provide for effective monitoring and financial management of the program. Seek and recommend potential opportunities for cost containment and analyze variance from budget plan or anticipated trends. Contribute toward the successful implementation of the annual operating plan and assist with financial analysis and formulation of recommendations to achieve goals and objectives. Identify potential opportunities for resource and funding development.
3. Develop community collaborations, linkages and partners to address systemic issues that impact clients who are served by the programs of the center. Develop and maintain effective relationships within the community networks.
4. Through and with the assistance of the Board and/or approved consulting or staff support, seeks and obtains alternate funding through grants, bequests, gifts or other fund development processes.

5. Directly leads, manages, hires and fires, and supervises the Program Coordinator, Consulting Nurse, Administrative Assistant/Billing and the Marketing Coordinator of the organization including performance evaluation, scheduling and communicating. Indirectly supervises Activity Directors, Volunteer Resource Coordinator, Transportation Coordinator, Drivers, Program Assistants, Program Assistant/kitchen assistants, and nurses.
6. Provides support to the Program Coordinator in conducting pre-admission interview and evaluations in his/her absence.
7. Ensures that the organization meets and maintains accreditation for various populations served including but not limited to Veterans Administration, Medicaid Waiver, CHOICE and Caregiver participants.
8. In collaboration with the Board of Directors, committees of the board and the Executive Director of the Mill Race Center, develops and documents progress on key measures for a) financial goals, b) client and employee satisfaction goals, c) quality goals, d) and program growth goals , including annual targets and plans to achieve agreed upon targets.
9. Develop and oversee specialized training for staff, participants or community, as required by funders and/or other professional or accreditation bodies or the needs of the organization.
10. Other duties as defined by the Board of Directors or as needed to achieve organizational objectives.

SUPERVISORY RESPONSIBILITIES

Directly manages a total of 4 employees. Oversees the direction, coordination, and evaluation of all Just Friends staff, a total of 20-24. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, firing, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree (B.A.) from four-year college or university, MBA or clinical masters with business experience preferred; or 3-5 years related experience and/or training; or equivalent combination of education and experience. Experience giving the health background and

knowledge, geriatric knowledge, program development, business planning, finance, leadership and management skills experience is required as this role is the sole provider of practical, day to day, HR/legal and business background for the program.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to interface effectively with accrediting agencies.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, proportions, and percentages. Ability to apply concepts of basic algebra.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

COMPUTER AND BUSINESS MACHINE SKILLS

Ability to operate a PC and use Microsoft Office programs including Outlook, Word, Power Point, and Excel in order to effectively communicate with current and potential clients, staff, billing agencies and board. Ability to operate fax machine, copier, typewriter and other business machines also required in order to complete job duties in an effective manner.

CERTIFICATES, LICENSES, REGISTRATIONS

At a minimum this individual is certified in HIPAA, Mobility training, CPR and First Aid within 6 months of hire.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk or hear. The employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee must occasionally lift and/or move 50-100 pounds with assistance (if needed to help lift/transport a client or if needed to substitute as a JF Driver).

Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus specifically in the operation of computer and other business machines required for successful completion of job duties.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. This person may occasionally be exposed to communicable diseases and should be competent in effective hygiene skills needed to protect self and others from blood-borne pathogens.