



Job Title: Administrator of the Motherhouse

Reports to: Local Minister

Direction Exercised: Provides leadership to the staff in each department of the Motherhouse.

General Description:

The Administrator is fully responsible for facility 24-hour operation, budgeting, staffing, and day to day operation of the facility with the highest quality of care. The Administrator is responsible for exercising authority and responsibility for the overall management of St. Elizabeth Motherhouse through its Department Heads. The Administrator delegates this authority and responsibility to others within the organization as he/she sees fit. Such delegation is based on Motherhouse needs, good organization, and the interests and abilities of all persons concerned.

Qualifications:

Education:

- Bachelor's Degree in Administration or other related fields required. Master's Degree preferred.

Experience:

- Acceptable – 3 to 5 years in administrative position(s);
Preferred – above to include some exposure to the care of geriatric women religious.

Skills and Personal Qualities:

- Understanding and appreciation of the aging process
- Understanding of employer-employee relationships and laws governing personnel matters
- Basic computer skills
- Ability to make informed decisions
- Ability to function in a changing environment
- Knowledge of health care concerns of the elderly
- Positive attitude
- Pleasant personality
- Ability to be patient and calm under pressure
- Ability to be kind but firm in dealings with others
- Ability to make mature seasoned judgments.

Principle Duties and Responsibilities:

A. Job Authority

- To supervise all department heads to ensure facility is operating according to standards and in compliance with regulation and following the organization chart;
- To delineate lines of authority and areas of responsibility and monitor compliance with same;
- To establish and utilize clear lines of communication;
- To facilitate employer-employee relations that are keeping with the justice element of the Mission of the Franciscan Sisters of Allegany;



- To create a safe, pleasant, and hospitable environment;
- To utilize standard acceptable Principles of Management in the administration of the Motherhouse;
- To observe and supervise the Department Heads and to coordinate departmental activities toward common goals.

B. Additional Responsibilities

- To communicate regularly with the Local Minister and other members of the Local Leadership;
- To foster leadership development in others by providing monthly meetings, workshops and ongoing joint educational training;
- To develop policies and practices in keeping with the Mission of the Motherhouse;
- To annually conduct a Professional Day utilizing outside speakers for personal and professional growth;
- To assist in the preparation and in the evaluation of annual budgets in consultation with the Local Minister, Department Heads, and Accounts Payable/Receivable;
- To ensure compliance with all Federal, State and local laws, regulations, statutes, and directives;
- To ensure that Sisters and staff are treated with kindness and respect.

Working Conditions:

- Multi-tasking
- Availability
- Large complex facility and campus.