



**Jewish Home Family**  
**Executive Director, Assisted Living**  
River Vale, NJ



## Background

[Jewish Home Family](#) (JHF) leads the way in quality and innovative care, service and guidance for older adults and their loved ones with senior services including a nursing home, assisted living, subacute rehabilitation therapies and at-home and community services in Rockleigh and River Vale, New Jersey serving Bergen and Rockland Counties.

JHF's mission is to make aging a vital and meaningful experience through understanding and meeting the unique needs of each individual, providing care and services rooted in our tradition of Jewish values. Their vision is to be the provider of choice for the care of older adults with residential services, rehabilitation, and home and community-based services, and to be the first choice for hospitals and other partners, employees, volunteers, and community philanthropy.

[Jewish Home Assisted Living](#) (JHAL), known as the Kaplen Family Senior Residence, offers an elegant community that promotes resident dignity and well-being in a home-like environment. Respectful independence, supportive services, and Jewish traditions all with family and community involvement make up the core of our values. JHAL has a total of 107 apartments, 24 of which are Assisted Living Memory Care. The Memory Lane neighborhood provides specialized care for individuals living with a diagnosis of dementia. Memory Lane is structured on the Green House model, with two households and a consistent staff of multi-skilled workers who help our elders live meaningful and purposeful lives.



JHAL has the distinct honor of achieving Advanced Standing status, granted by the New Jersey Department of Health and Senior Services. JHAL offers Glatt Kosher elegant dining, 24-hour nursing supervision, and medication management by a licensed nurse, dementia care, respite care, hospice care, physical, occupational, speech and restorative care therapies, therapeutic activities, state-of-the-art personal PA FM listening system for those with hearing impairments, vibrant programming, full-time social workers, and weekly personal shopping. JHAL is a non-sectarian community open to all seniors regardless of race, religion, or national origin.

## Position

Jewish Home Assisted Living is seeking its next Executive Director. Supporting and reporting to the President/CEO of Jewish Home Family and a Board of Directors, the Executive Director will work in close partnership with a management team including the Director of Nursing, Director of Programming, Director of Environment Services, Director of Marketing, Director of Social Services and a Food Director/Chef.

The Executive Director will be responsible for leading and directing the overall operation of JHAL in accordance with resident needs, government regulations, and Jewish Home Assisted Living policies and procedures while maintaining excellent service quality, high occupancy, and meeting financial goals within established budgetary guidelines.

A successful candidate will bring an understanding of and experience in running a senior living or assisted living community or facility. Most importantly, they will care deeply about residents and families. They will bring creativity to their work and a passion for going above and beyond for residents. They will continue to foster a culture of collaboration, communication, innovation and creative problem-solving with their team and staff.

## Responsibilities

### Community Management

- Work with the JHAL management staff and facility staff in planning all aspects of operations, including setting priorities and job assignments.
- Monitor each department, communicate and interpret policies, evaluate performance, provide feedback, and assist, coach, and discipline staff as necessary.
- Responsible for cleanliness and maintenance of the community and grounds.
- Ensure safety of residents, their visitors, and staff regarding Infection Control, Fire, and Safety policies and procedures.

### Business Management

- Manage and monitor community budget, including labor costs, raw food costs, accounts receivable, accounts payable, and payroll in concert with JHAL controller and management team.
- Appropriately handle and safeguard Community funds.
- Ensure Accounts Receivable are collected.
- In conjunction with Jewish Home Family, develop and implement a marketing plan. Keep abreast of market trends and competition.
- Maximize occupancy, efficiency of payor mix, and develop all JHAL staff members as marketers.

### Quality Assurance, Compliance, and Resident's Rights

- Conduct routine inspections of services being provided to ensure the highest quality.
- Maintain current knowledge of State regulations and ensure compliance in all surveys conducted by licensing authority.
- Ensure understanding and compliance with all regulations regarding residents' rights.

### Staffing and Retention

- Monitor employee morale, maintaining a high level of team spirit and unit cohesion.
- Manage turnover, maintain networking and recruitment sources, and select appropriate candidates for employment.
- Ensure training and incentive programs are in place and working properly.
- Ensure compliance with employment laws and company policies.

### Community Relations

- In conjunction with JHF, Inc., develop positive relationships with state regulators, the community at large, families, and residents.
- Participate in thought leadership and engagement opportunities on behalf of JHF and engage with coalitions and associations that work with and on behalf of older adults.

### Experience and Qualifications

A Bachelor's degree in a relevant discipline is preferred. Only candidates with a license in good standing will be considered - NJ Certified Assisted Living Administrator (CALA) or NJ Licensed Nursing Home Administrator (LNHA). In addition, successful candidates will have:

- Deep knowledge of/direct experience (5+ years) in managing assisted living programs, senior living, adult day service programs, or related residential programs.
- Belief in person-centered care, and will approach their work with care and compassion, while prioritizing residents' health and well-being.
- Working knowledge of, and/or connections with, New Jersey Department of Health and Senior Services and/or national older adult policy or advocacy organizations, health care providers, policymakers, funders, or other primary care stakeholders.
- Budget management experience and familiarity with basic accounting principles.
- Computer literacy, as well as superb project management and organizational skills.
- Experience building networks and collaborating with healthcare, state regulatory agencies, community leaders and other partners.
- Excellent analytic abilities, including creative and strategic thinking and capacity for collaborative brainstorming and problem-solving.
- Excellent written and oral communication skills. Excellent interpersonal skills: collegial; energetic; and able to develop trusting and productive relationships with colleagues, residents, families, and others who contribute to program development and management.



- Works well with and welcomes opportunities to work across diverse cultures, and has a demonstrated commitment and contribution to fostering and advancing equity, diversity, and inclusion.
- Demonstrated maturity and seasoned judgment. Ability to make decisions, justify recommendations, and be responsive and clear with residents and families.
- Able to work full-time, with some weekend work. Availability by phone or page 24 hours a day, 7 days a week. Some travel required.
- Able to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects.
- OSHA Category Classification: II: Potential for exposure to blood borne pathogen.

### Salary and Benefits

The salary range for this position is \$140,000–\$160,000 depending on experience and qualifications. JHF offers a generous package of benefits, including health insurance; dental, vision, and life insurance; flexible spending account (FSA) and health reimbursement accounts (HRA); 401K retirement plan and employer match; employee assistance programs and wellness benefits, among others.

To apply for this position, please click [HERE](#).

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Natalia Kepler, Senior Talent Consultant  
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