

Job Announcement
California Home for the Adult Deaf
Crowell House
Riverside, California

Administrator Position

California Home for the Adult Deaf (CHAD), based in Riverside, California is seeking qualified applicants who will take up the challenge as a full-time administrator managing an assisted living house and specialty services for Deaf elders. Essential duties and responsibilities include:

- Plans, coordinates, and supervises the programs.
- Ensures regulatory, accreditation, guidelines/standards, and policy compliance.
- Ensures the quality and appropriateness of resident care to meet the standards.
- Maintains business and staff excellence.
- Makes sure facility is a safe, clean, comfortable, and appealing environment for residents, visitors, and staff.
- Oversees and manages staff operations
- Creates weekly menus and activities.
- Ensures all required records are maintained and submitted, as appropriate, in an accurate and timely manner.
- Performs daily tasks of billings and finances with payrolls,
- Recruits, hires, provides orientation/training, and retains a enough qualified staff to carry out facility programs and services.
- Responds immediately and appropriately to critical issues on a 24/7 basis. Acts as primary liaison for residents, families, staff, and the general public.
- Assumes responsibility for grievance process from residents, guardians, visitors, employees, etc.
- Develops and maintains written job descriptions for each staff position in accordance with ADA, OSHA, Licensing regulations and other pertinent laws governing job positions.
- Communicates with all guardians, power of attorneys and family members in an accurate and timely manner.
- Attends monthly board meetings to discuss the concerns/issues, goals, expenditures and budget review, and other matters.

Requirements:

- Has a Department of Social Service Residential Care Facility for the Elderly (RCFE) certificate.
- Is fluent in American Sign Language and possesses excellent written and verbal communication skills.
- Completes Bachelor's degree or above in related field preferred.
- Passes a criminal background check and drug test.

Desired Qualifications:

- Prefers one to two years of management experience
- Has good leadership skills to handle the daily challenges of a running the system including emergency situations.

- Possesses strong interpersonal skills to communicate with diverse staff, residents, families, and visitors.
- Possesses the analytical skills to evaluate programs and accurately direct budgeting.
- Has good decision-making abilities for creating operational policies
- Is detail-oriented with solid organizational skills and manages multiple tasks.
- Demonstrates knowledge in medication and living arrangements.
- Is proficient in Microsoft Word and Excel and Internet navigations
- Possesses valid driver license and carries automobile insurance
- Possesses First Aid and CPR certificates
- Passes California Department of Justice Live Scan and tuberculosis test.

Send your resume to Scott Hostetler at scott@chadhome.org or fill out the application online at www.CHADHome.org/employment/online-application

We are an Equal Opportunity Employer and do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation gender identity, status as a veteran, and basis of disability or any other federal, state, or local protected class.

California Home for the Adult Deaf is a non-profit organization dedicated in giving board and care services to the Deaf elderly in their golden years. CHAD was established in the 2008 as an independent organization, spun off from California Association for the Deaf. Many of the Board of Directors are Deaf.