

**Executive Director.** The SPRING CREEK Executive Director shall provide leadership to ensure education, profitability and the public image of their location. The Executive Director works under the direction of the Chief Compliance and Business Officers.

Areas of responsibility for the Executive Director are, but are not limited to, the following:

**Public image**

- a. To carry out the SPRING CREEK mission of *Celebrating Senior Moments by Uniting with Families, and providing Compassionate Care and Dignity.*
- b. Become the senior advocate in your local community.
- c. Family communication and involvement
- d. Direct involvement with medical professionals to insure quality care
- e. To screen prospective residents and, in conjunction with the appropriate professionals, determine whether or not to admit the prospective resident.
- f. To work to assure a family atmosphere among the residents and staff of SPRING CREEK.
- g. To represent SPRING CREEK to the public at large in a positive manner.
- h. To lead and implement the strategic plans as agreed upon.

**Business**

- a. To lead and implement the strategic business plans budgets and staffing models.
- b. Lead your team in creative solutions to control costs.
- c. To be the custodian and depositor of all funds received by SPRING CREEK under the direction of the Chief Business Officer.
- d. On time reporting of resident and employee transitions, billings, collections, and payroll.
- e. Accurate documentation of resident, personnel, contractors and business dealings.

**Staff Development**

- a. To be responsible for finding and recruiting key people that will fulfill our mission
- b. To train industry leaders by living the mission statement in your work experience
- c. To exemplify effective problem solving through teamwork
- d. To be fair, concise, and firm in the administration of the standards and guidelines set forth in SPRING CREEK Policies and Procedures.

To collaborate with the Chief Compliance Officer to insure that SPRING CREEK Policies and Procedures are implemented in accordance with the regulations published by the Bureau of Facility Standards and the Department of Health and Welfare.