**Nursing Home Administrator**

We are in search of an exceptional Administrator to lead our Immanuel Skilled Care Center/Retreat interdisciplinary team.  Our Care Center and Retreat offer Skilled Nursing for both long term care and post-acute care for our residents.  The right candidate will have exemplary leadership and communication skills and will also be knowledgeable regarding state survey guidelines.  We provide person centered care and the Administrator will oversee all members of the care center inclusive of:  Nurse Administrator, Director of Social Services, Life Enrichment Director, Director of Dining, Director of Plant Operations, Programs and R.N.'s, L.P.N.'s and C.N.A.'s. Candidate must have current Montana Nursing Home Administrator License.

**Purpose:** To oversee skilled nursing including post-acute care services while maintaining exceptional service, regulatory compliance and effective staff leadership.

**Essential Functions:**

* Leads planning and implementation of therapeutic programs to maximize resident wellness.
* Maintains census according to budget through marketing and admissions programs.
* Ensures that proper staffing is maintained at all times via recruitment and retention strategies.
* Leads resident care licensing and survey processes and activities
* Ensures that all staff development, training, licensing and certification requirements are maintained.
* Ensures that all related federal and state regulations are met.

**Secondary Functions:**

* Provides leadership, support and guidance to related departments to assure operational success.
* Ensures support and on-going communication to resident family members.

**Expectations of Immanuel Lutheran Communities Employees:**

* The ability to work well in a team environment
* Effective interpersonal, verbal, and written communication skills
* The ability to establish and maintain relationships with residents, customers, and coworkers
* The ability to learn new tasks and information and apply to serving others
* A commitment to delivering on responsibilities
* Reliability, professionalism, and a strong work ethic

**Minimum Education, Skills, Knowledge, Work Experience:**

Required: Current and in good standing applicable State license/certification (Montana Administrator).  Must have working knowledge of state and federal regulations for the administration of skilled nursing communities.

* 5 years’ experience in long term care administration.
* Preferred: 4 year degree from an accredited college.

**About Immanuel Lutheran Communities**

Immanuel Lutheran Communities is a not-for-profit, Life Plan Community located in Kalispell, MT. Thanks to our creative and dedicated staff, we offer residents new possibilities each day – along with resort style amenities, numerous options for healthy lifestyles, and a breathtaking location in the Flathead Valley near Glacier National Park.  Immanuel Lutheran Communities is the primary residence for 300 older adults living in our independent villa apartments, assisted living and memory support residences, our post-acute rehab and long term care residences and includes multiple dining rooms, a fitness center, art studio, and more.  Immanuel Lutheran Communities is affiliated with the Evangelical Lutheran Church of America and is committed to its philosophy of providing a faith-based environment to enrich the lives of older adults while maintaining its local and regional reputation as the leader in senior living for its quality of services and innovation.

**What We Offer:**

Immanuel Lutheran Communities offers a competitive benefits package\* that goes above and beyond.  Benefits eligible employees can take advantage of:

* 401(k) program with strong employer match
* Generous paid-time off (PTO) program including vacation days, sick days, personal days, and holidays. Earn-as-you-go plan that rolls over year to year, offering flexibility
* Medical benefits
* Optional dental insurance
* Tuition reimbursement promoting lifelong learning
* Employee wellness programs
* 501(c)3 public student loan forgiveness program
* Free and Discounted employee meals

 \*Benefits are subject to change without notice. Benefits details dependent on employment status.

**Immanuel Lutheran Communities is a drug-free workplace and an Equal Opportunity Employer.**

 ***If this sounds like you, then please apply for this position. When applying, please include all work history. List your employers, starting with the most current/recent, including self-employment. Please do not state "refer to resume."* For more information please call our HR group at 406.752.9144.**