

POSITION ANNOUNCEMENT



Administrator

Sacred Heart Jesuit Center (SHJC)

Organization

Sacred Heart Jesuit Center (SHJC), located in the hills of Los Gatos in the Santa Clara Valley, serves as a retirement community for the California Jesuits (a religious order of men within the Catholic Church). SHJC is a 91-bed facility that includes 34 Infirmaries, 30 assisted living and 27 independent beds. The facility includes a chapel, dining room, library as well as an outdoor pool, gardens, and outside areas for walking. The center employs approximately 60 staff members (part-time and full-time) including nursing, maintenance, food service, landscaping, and office staff.

Position Concept and Basic Function

The Administrator is responsible for the oversight of SHJC healthcare. In addition, responsibilities include management of the Los Gatos property and buildings, food service, budget development and management, vendor relationships, emergency preparedness, and human resources management of SHJC. The Administrator provides management in a professional manner while ensuring the familial atmosphere that is unique to a home for retired and aging Jesuits. This involves working closely with the Jesuit Superior of SHJC who has the direct responsibility for the wellbeing of the Jesuits living at SHJC.

Reporting to Provincial Assistant for Healthcare and Jesuit Community Superior, responsibilities will include:

- Responsible for overseeing the healthcare of Jesuits living in the SHJC community.
- Administers the business and financial operations of SHJC.
- Directly supervises the Director of Nursing, SHJC Bookkeeper, Head of Maintenance, Food Services Manager, Head Cook, and the Head of Housekeeping.
- Manages human resources for SHJC including hiring and termination of employees, health and safety, policies and procedures, and orientation of new staff members. Coordinates with the Province on issues of import.
- Ensures compliance with health and safety standards for facility. Implements best practices in risk management including training and development of all levels of staff.
- Manages vendor relationships, including those providing services regarding the Kitchen, plant/property, alarm system, etc.
- Coordinates with Province Treasure's Office in renewal of annual general liability insurance and inspections.
- Responsible for relations with City (Provincial Office Building) and County (SHJC) authorities regarding zoning and land use.
- Plan for and oversee the maintenance of buildings and grounds, special construction projects of SHJC kitchen services, infirmary and assisted living operations including Advancement staff located in SHJC and the Provincial Offices
- Prepares and monitors SHJC annual budget and coordinates with the Province Treasurer's Office.
- Coordinates with the Province for the procurement and maintenance of vehicles and equipment.
- Responsible for neighbor relations, including coordinating with owners of winery leasing space on property, and Mid-Peninsula Open Space, as required.
- Communicates and coordinates with Province managers including Province Treasurer.
- Works with SHJC and Province staff in developing, implementing, and maintaining the emergency preparedness plan for SHJC and the Provincial Offices. Works with Province Treasurer on Province property projects.

Qualifications

- Registered Nurse (RN), MSN, preferred Clinical Nurse Leader (CNL). Nursing home administration/management experience, Nursing Home Administrator license a plus.
- Strong interpersonal skills and ability to work with varied constituencies and all levels of management. Ability to work as a team member and develop and maintain collegial working relationships with Jesuit and lay staff.
- Strong human resource management skills including conflict management
- Ability to manage a diverse workforce.
- Experience in developing and managing a budget.
- Experience in managing buildings and systems maintenance, construction projects, and vendor relationships.
- Strong project management and decision-making skills.
- Familiarity with the Society of Jesus and the Catholic Church, and ability to work with Jesuit priests, brothers.
- Ability to lift 30 pounds, walk stairs and property areas including trails.
- Ability to speak and/or understand Spanish a plus.

Application Procedures

Sacred Heart Jesuit Center (SHJC) has retained an executive search firm, The Allen Group, to assist in the search. Please direct all inquiries to:

Robert De Stefano
Senior Partner
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Direct: (949) 235-1585

The Allen Group

An Executive Search Firm, specializing in strategic healthcare resource solutions.

Jesuits West makes employment decisions without regard to race, color, sex, national origin, marital status, age, and disability unrelated to job performance. The Province hires without regard to religion when Catholic faith is not a job requirement, and welcomes people of all faiths.