



Position Title: Director of Mary Ryder Home

Responsible To: Executive Director

Position Summary:

Provident Behavioral Health is proud to meet its mission statement each and every day: Building brighter futures through exceptional behavioral health services, especially for those with the greatest need.”

The Director will be responsible for providing comprehensive leadership for Mary Ryder Home in goal setting, operational management, and long-term growth.

Job Requirements and Qualifications:

Minimum Required Education:

Bachelor’s Degree in healthcare, gerontology, business or related field
Coursework in Behavioral Health preferred

Minimum Required Experience:

3 years’ experience in a residential care, assisted living, or skilled care community

Preferred Experience:

- 3 – 5 years’ experience in a residential care, assisted living, or skilled care community
- Experience within the behavioral health industry
- Previous management experience with direct supervision of a team.

Licenses/Certifications:

- Valid Missouri Nursing Home Administrator’s license
- Active Level 1 Medication Certification
- Valid Driver’s License

Other Skills Required:

- Passion for working with seniors.
- Excellent oral, non-verbal, and written communications skills.
- Excellent organizational skills to include attention to detail, time management, prioritizing, initiative, delegation, follow through, and ability to meet deadlines.
- Demonstrated decision making, problem solving, leadership and negotiation skills.
- Working knowledge of behavioral health issues.
- Ability to read and interpret financial statements and manage a budget.
- Understanding of senior adult demographics, trends and provider networks.
- Awareness of referrals, resources, and/or supports in the St. Louis Area.
- Computer proficiency with Microsoft Office as well as the ability to learn new applications.

Supervisory Responsibilities:

- Manage, educate, and develop all MRH staff under direct and indirect supervision.
Directly supervise: Assistant Administrator, Nursing Supervisor, Personal Care Supervisor

Fiscal Responsibilities:

- Operate the facility within the set budgeted guidelines.

Working Conditions / Environment:

- Occasional lifting or carrying up to 20 lbs.
- Must pass a physical having no signs or symptoms of a communicable disease including tuberculosis. Freedom from tuberculosis must be documented on an annual basis.
- The facility is a drug free workplace; associates are subject to adherence to the company Drug Free Workplace policy.
- Must have a positive criminal background screening.
- Must have reliable transportation.
- Schedule flexibility – accessible after hours.

Essential Duties and Responsibilities:

- Ensures continuity and consistency of delivery and quality of services.
- Fosters creativity among team members to deliver services that maintain and enhance resident stability, independence and satisfaction.
- Ensure positive engagement of residents, family, friends, and team members by maintaining a dignified, caring, positive, open-door atmosphere.
- Be proactive in promoting a safe environment for all the residents, visitors and associates of the facility regarding infection control, life safety and emergency procedures.
- Be constantly watchful of signs that residents are not able to function independently or a change in resident's behavior, and report following the facility's policies and procedures.
- Develops and implements an annual business plan to maintain high occupancy and achieve financial goals.
- Operate the community within the set budgeted guidelines, which includes collecting rent monies from resident and/or responsible party.
- Positively representing the Mary Ryder Home/Provident brand.
- Participate in sales and marketing activities, including lead generation.
- Conduct pre-residency evaluations of all prospective residents to ensure they meet the criteria established by state regulations and Mary Ryder Home operating standards.
- Oversee and ensure the proper maintenance and upkeep of the physical plant.
- Ensure understanding of and compliance with all regulations regarding residents' rights.
- Develop and maintain positive relationships with state and local regulators ensuring compliance with all State/Federal/City/County requirements and regulations.
- Attain compliance in all surveys conducted by State licensing authorities.
- Maintain confidentiality of all pertinent resident, associate and company information deemed as such, and ensure associates have complete understanding of all HIPAA regulations.
- Maintain and update required facility reports.
- Direct the hiring and training, as well as motivating, supervising and evaluating personnel.
- Manage, educate, and develop team members under direct and indirect supervision.
- Implement and participate in the facility's "manager on duty" on a regular basis.
- Organizes and participates in training, in services and attends meetings as required.
- Other duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

To apply, please send your resume and cover letter to:

Email: jobs@providentstl.org

US Mail:

Provident Behavioral Health
2650 Olive Street
St. Louis, MO 63103
Attn: Human Resources