



### **Location Information**

This position will oversee communities in Georgia, South Carolina and Florida. Extensive travel is required for this role.

Atlas Senior Living seeks individuals who will believe in our core values:

- Putting people first
- Minding the business
- Working to be our best
- Acting with integrity
- Listening, then acting decisively.

Whether serving seniors or serving the people that care for seniors, every role at Atlas Senior Living is important to the success of the company and our culture.

### **Key Responsibilities**

We are currently seeking a Regional Director of Operations to lead six to eight of our communities in Georgia, South Carolina and Florida.

Job Summary:

The Regional Director of Operations is responsible for the overall operation of the assigned communities including service provision, finances, human resources, licensure compliance, census development and ensuring the assigned communities comply with corporate policies and federal/state regulations.

Responsibilities:

- Establish a community financial management system through financial statements and accounts receivable reviews in collaboration with the corporate accounting team.
- Regularly review marketing plans with Executive Director and regional marketing team to ensure services meet the needs of the local community and financial and census targets are achieved as budgeted.
- Ensure each community maintains substantial compliance with all local, state and federal regulations to assure licensure, relevant certifications, OSHA, Life Safety and ADA requirements as applicable to attain the highest external recognition for care and services rendered in the community.
- Review and approve each community's annual operating budget and capital expenditure plan as required by corporate policy and obtain governing body approval.
- Recruit, hire, and train Executive Directors and serve as an ongoing resource for these key team members.
- Responsible for the professional growth and improved management skills of Executive Directors and community managers through mentoring and training. Set a good example and foster team spirit between community and corporate staff.
- Develop and review monthly / quarterly plans for each community to make sure progress is being made on initiatives not in compliance with company policies and procedures or the community's business plan.
- Act as temporary/interim Administrator / Executive Director as needed for vacancies that may occur in region.

- Visit community to ensure community staff, budget, marketing plan, action plans and clinical issues are reviewed and are within company guidelines.
- Set up and maintain an organized, effective communication process between and among communities and between region, communities and corporate to allow for an open exchange of issues, problem solving and peer discussions as well as general information exchanges.
- Responsible for all facets of the community's operations.

### **Qualifications**

- Bachelor's degree in business, health-related field or hospitality; master's degree preferred.
- Demonstrated 5-10 years of healthcare management experience, including at least 5 years of recent Executive Director and/or Administrator job experience.
- Experience in managing various disciplines while ensuring adherence to federal, state and corporate standards is required.
- Prior experience in a regional role and/or with multiple building responsibilities preferred.
- Must hold or qualify for state license required to operate an assisted living community.
- Active and valid driver's license required for extensive travel.

### **As Regional Director of Operations, you will enjoy the following benefits:**

- Health insurance
- Dental insurance
- Vision insurance
- Life insurance
- Competitive retirement plan
- Flexible schedule
- Generous Paid Time Off allowance

### **About Atlas Senior Living**

**Atlas Senior Living started 6 years ago with a dedicated memory care community in Georgia. Atlas now owns and/or operates over 20 communities across the Southeast that range from 167-apartment retirement communities with multiple levels of care on one campus to small, dedicated memory care communities in rural areas. The mission of serving seniors and the people that care for seniors remains constant across all these communities and our corporate team.**

### **EEOC**

Atlas prohibits discrimination against any employee or applicant for employment with regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, marital status, genetic information, disability or veteran status. In addition to federal requirements, Atlas complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has communities. This policy applies to all terms and conditions of employment, including, but not limited to, recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

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