



JOB OPPORTUNITY

Job Title: Supportive Housing Director
Reports To: Chief Executive Officer
Job Location: Seattle, WA
Hours/Schedule: Full-time, Exempt

JOB DESCRIPTION

Kin On is seeking a full time, Exempt, Supportive Housing Director, report directly to the CEO. The role is to oversee the overall operation of two supportive housing facilities: the Kin On Assisted Living Facility and Kin On Adult Family Home (combined 26 unit) new operation within the Kin On's main campus in Seattle's historical Columbia City neighborhood. Additionally, the role is to ensure Kin On adheres to all state, federal and local regulations governing the operation of such facilities and consistent with Kin On's mission.

ROLE AND RESPONSIBILITIES

Primary responsibilities for this role is to ensure residents of the both facilities are meeting the Kin On mission of providing seniors a safe & dignified place for living through meticulous management of People, Budgets, Life Enrichment, Nutrition and Care.

Lead –

- Provide management direction and supervision to admissions activity, dietary, environmental and nursing service in order to meet the needs of the residents in such facilities.
- Promote favorable public image of Kin On and be the lead ambassador of the facilities representing the organization in the community as required.
- Ensure that the facilities are maintained in good physical and operational order; clean and safe for all residents, staff and visitors.
- Ensure customers and families receive the highest quality of service in a caring and compassionate atmosphere that recognizes individuals' needs, rights and self-autonomy.

Compliance –

- Coordinate with all staff in the annual survey inspection process in order to maintain the required licenses with the Washington State Department of Social and Health Services.
- Operate Kin On Assisted Living Facility and Adult Family Home in compliance with all the rules and regulations established by the federal, state and local agencies and licensing authority which govern the operations of such facilities.

People Management –

- Oversee and guide department managers in the development and use of departmental policies and procedures; conduct management meetings as needed.
- To coordinate the recruitment and selection of department supervisors and other team members with Kin On's Human Resource Manager.
- Evaluate job performance of the supervisees as well as counsel/discipline assigned personnel according to established personnel policy as needed.

Care Management –

- Work with residents, family members to assure services provided by Kin On are meeting the needs, respecting the rights and honoring the lifestyles of the residents.
- Develop and maintain positive relationships with residents, family members and staff.

DESIRABLE ATTRIBUTES, KNOWLEDGE AND SKILLS

- General knowledge and experience in the health care, senior care and social services.
- Management and supervisory skills in health care/human services administration.
- Budgeting and financial management skills.
- Knowledge of related governmental regulations and community resources.
- Ability to work and communicate with governmental, regulatory and community agencies, and with diverse populations.
- Ability to work with staff, volunteers and residents' families to accomplish organization goals in providing quality services to residents.
- Caring attitude to serve the elderly and the disabled population and committed to the mission of Kin On.
- Bilingual in English and Chinese and working knowledge of the Seattle Chinese community are preferred.

JOB REQUIREMENTS

- Has a bachelor degree in health care administration, nursing, social services or related fields.
- At least two years of work experience in the social service, senior care settings and two years supervisory and management experience required.
- Has an active/unrestricted Washington State assisted living facility administrator license as defined in WAC 388-78A; and administrator license for adult family home as defined in WAC388-76. OR committed to fulfilling all requirements to obtain such licenses.
- Computer literacy a must, working knowledge of various applicable business and electronic medical record software is a necessity.
- Bilingual in English and Chinese preferred; excellent English written and verbal communication skills required.

WORK ENVIRONMENT & PHYSICAL REQUIREMENT: The role resides primarily inside a temperature controlled facility with occasional outside travel as need arises. Frequent full range of motion used such as standing, sitting, walking, lifting, manual dexterity, computer use, and exposure to common risks & conditions found in healthcare facilities such as blood, bodily fluids, IV equipment, various machines & monitoring devices, and wheelchairs. The role requires standing, sitting, walking, pushing, pulling, ascending and descending stairways, full range of motion, occasional squatting, and ability to lift weight up to 25-50lbs with hands.

TO APPLY: Please send resume and cover letter to Hiring Manager via staffing@kinon.org. Only qualified individuals being considered will be contacted for an interview.

ABOUT KIN ON

Kin On is a non-profit organization rooted in the Asian community for more than 30 years. Kin On's mission is to honor, support, and advocate for our Asian elders and families in the Puget Sound region by offering culturally and linguistically appropriate health, social, and educational services. Kin On is creating an age friendly campus which includes a 24/7 skilled-nursing facility, Rehab and Care Center, Assisted Living Facility, Adult Family Home, Home Care Services, Family Caregiver Support, Chronic Care Management Services, and Health Living Program.

Kin On is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, gender, sexual orientation, gender identity and/or expression, creed, national origin, age, disability, genetic information, ancestry, citizenship, marital status, veteran and/or military status or any other legally protected status. No question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state or federal law. Kin On participates in E-Verify.