



July 2020

## JOB DESCRIPTION

**Job Title:** Chief Executive Officer (CEO)

**Job Summary:** This position is responsible for the overall management and operation of the Kin On Health Care Center (“Kin On”).

**Reports to:** Kin On Board of Directors (the “Board”)

**Duties:**

1. Serve as the Chief Executive Officer of Kin On.
2. Report to and be subject to the direction from the Board.
3. Work with the Board in developing the direction and overall objectives of Kin On.
4. Work with the Board in developing the strategic plan, program development, and future direction of Kin On.
5. Work with the Kin On Leadership Team (“Leadership Team”) in developing Kin On’s operational goals and implementing programs and services.
6. Prepare budget and monitor all fiscal matters of Kin On.
7. Oversee, supervise and work with the Leadership Team in accomplishing Kin On’s operational objectives and goals.
8. Supervise Kin On’s human resources department and maintain employment and personnel practices (i.e. recruitment and hiring and firing practices). In addition, ensure an adequate supply of talent for all services provided by Kin On.
9. Establish, maintain and assure the compliance of operational policies and procedures.
10. Assure the compliance of statutory (Medicare and Medicaid) regulations in operating Kin On’s nursing care facility and its other services.
11. Plan, develop and manage the Community Care Network, Supportive Housing and Healthy Living Program services and programs.
12. Represent Kin On as a corporate director and officer of the Aging in PACE Washington (AiPACE). Perform AiPACE board duties and responsibilities. Provide oversight on the selection of AiPACE Center construction contractor, architectural design activities, capital campaign development and communication within the community.
13. Serve as liaison with the public, governmental, industry associations (state and national) and community agencies.
14. Perform other duties as required by the Board.
15. Report to the Board regularly and its committees from time to time.
16. Represent Kin On from time to time at events held in the Asian-Pacific Islander community in King County, e.g. dinners, fundraising events.
17. Represent Kin On from time to time at trade association events.

**MAIN OFFICE**

4416 S Brandon Street  
Seattle, WA 98118

**CHINATOWN-ID**

815 S Weller Street  
Suite 212  
Seattle, WA 98104

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**BELLEVUE**

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### **General Knowledge, Skills, and Abilities:**

1. Knowledge about the latest trends and directions of the health care industry and senior care services.
2. Management and supervisory skills in health care/human services administration.
3. Budgeting and financial management skills.
4. Knowledge of related governmental regulations and community resources.
5. Ability to work and communicate with governmental, regulatory and community agencies, and with diverse populations.
6. Bilingual in English and Chinese and working knowledge of the Seattle Chinese community are preferred.
7. Ability to plan, develop and initiate new programs to improve services to community groups.
8. Knowledge of the community resources and experience in administering programs serving the elderly.
9. Caring attitude to serve the elderly and the disabled population and committed to Kin On's mission.

### **Desirable Attributes and Skills of the Candidates:**

#### **1. Relationships and Communication:**

- a. Create and maintain a favorable public image of Kin On and develop positive working relationship with the community.
- b. Able to communicate effectively with the Board, staff, clients and the public.
- c. Show good judgment.
- d. Possess good oral and written communication skills.
- e. Maintain and uphold Kin On's core values and integrity.

#### **2. Leadership:**

- a. Provide vision and leadership principles for Kin On.
- b. Possess knowledge of the "big picture" relative to local and national trends in health care.
- c. Able to bring such vision and trends into Kin On's operation by identifying challenges and opportunities/strategic planning.
- d. Maintain leadership and supervisory ability to work with staff and maintaining an effective management team.
- e. Display vigor, energy and enthusiasm for the position and lead staff in achieving Kin On's objectives.

### **3. Management:**

- a. Set program goals and priorities.
- b. Select and hire competent staff and personnel.
- c. Assure staff compliance of required state and federal regulatory requirements.
- d. Prepare and develop Kin On's annual budget and monitor its financial integrity.
- e. Establish internal organization plan that promotes efficiency and effectiveness in achieving Kin On's objective.
- f. Ensure that Kin On provides quality services to residents which meet their needs.
- g. Ability to build and maintain an effective management team.
- h. Delegate administrative responsibility and hold staff accountable to perform their assigned duties.

### **4. Planning and Program Development:**

- a. Able to assess and identify needs of the community and changing trends in the health care industry.
- b. Keep abreast of the demographic, economic and social data and identify issues affecting Kin On's future.
- c. Work with the Board to evaluate priorities, identify resources and develop programs.
- d. Oversee implementation of the approved action plans and identify staff responsibilities in accomplishing such plans.
- e. Work with appropriate Board committees to formulate and review Kin On policies and procedures.

### **Minimum Qualifications & Requirements:**

A Bachelor's degree in health care administration, public health, business administration or related fields; human services, sociology, psychology, social work, or nursing school where gerontology (geriatrics, aging services/care, aging development) as a subject is taught. Master's degree preferred.

A minimum of seven years of progressive experience in management and administration in healthcare or human service fields; or five years' experience with a Master's degree.

Possess a current Washington State Nursing Home Administrator license or be able to obtain such license within one year of employment.

Please apply on [www.kinon.org](http://www.kinon.org) or contact Human Resource Coordinator, Allie Chen, [careers@kinon.org](mailto:careers@kinon.org) for inquiry.

*Kin On is an EEO Employer, Women and Minorities highly encouraged to apply*

## **About Kin On**

Founded in 1985, community leaders in Seattle formed the Chinese Nursing Home Society to address the needs of the aging Asian community. In 1987, the Nursing Home became the nation's first bilingual Chinese American skilled-nursing home catering to the unique cultural, linguistic and dietary needs of Asian elders. Over the following two decades, Kin On broadened its services to provide in-home care and supportive services to elders and their families.

In 1996, a new \$11 million nursing home was built in Columbia City to replace the one being operated under the Chinese Nursing Home Society. The new 100 bed facility opened its doors for operation on October 1st of that year. Nearly \$3.2 million was raised from the Chinese and Asian community in order to build the new facility.

In 1997, the Chinese Nursing Home Society was renamed Kin On Community Health Care to provide support for new offsite programs, such as Kin On Home Care, Alzheimer's Support Center, and Kin On Alert (emergency response). Kin On operated as two entities, Kin On Health Care Center (the nursing home) and Kin On Community Health Care (offsite programs such as In-Home Care, Alzheimer Support, etc.) up until 2017, when the board of directors decided to merge the two EIN's to create one entity known only as Kin On Health Care Center (KOHCC).

In 2017, all Kin On programs began operating solely as Kin On Health Care Center, and continues to grow to become a vital and valuable resource for the Asian community, providing comprehensive, culturally sensitive senior care and services, including wellness and lifelong learning programs, in-home care services, family caregiver support, rehabilitative care, and long-term skilled-nursing care.

### **Recent major milestones for Kin On include:**

**2019:** AiPACE, the joint partnership between ICHS and Kin On, launched a \$20 million capital campaign to create a 25,000-square-foot senior care facility built on the vacant north parking lot of Pacific Hospital on North Beacon Hill. This program will provide integrated health care, allowing seniors to "age in place" with easy access to preventive, primary, long-term care, and support services to both participants and their caregivers.

**2019:** Completed Phase 2 of the expansion project; opening up a new Assisted Living Building and Adult Family Home. Assisted Living offers 26 units of affordable, culturally sensitive, supportive housing for up to 31 residents (21 single and 5 double occupancy). Adult Family Home offers 6 private rooms that will allow seniors with more acute needs to still have their own space in a home-like environment, while Kin On provides 24/7 nursing care, meal preparations, and assistance with all their needs. This integrated approach enables residents to age in place as much as possible, maximizing quality of life, while minimizing unnecessary transitions and hospitalizations, thereby reducing healthcare costs.

**2017:** Merged with Asian Senior Concerns Foundation (ASCF) in Bellevue to join the Healthy Living Program, and to extend wellness and continuing education programs to the eastside. Currently,

providing culturally relevant health care and services to over 1200 Asian adults and seniors across all programs.

**2016:** Completed Phase 1 of the expansion project to expand rehabilitation unit, built a resident sunroom and converted the parking garage into a community center to offer wellness and lifelong learning programs (Healthy Living Program), helping community Asian adults age 50+ stay active and connected.

**2015:** Kin On and International Community Health Services (ICHS) formed Aging in PACE Washington to create Washington State's first and only Asian-focused Programs of All-Inclusive Care for the Elderly (PACE).

**2014:** Initiated a two phase capital expansion project to transform Kin On from a standalone nursing facility to an aging-friendly campus including a wellness/community center, assisted living apartments, adult family home, and a rehabilitation care center.

For more information, please visit: [www.KinOn.org](http://www.KinOn.org)