

DAYSPRING JOB POSTING – September 15, 2020

DEPARTMENT: Dayspring Assisted Living & Care Facility, Richland County Home

CLASSIFICATION: Operations Manager, Full-Time

COMPENSATION: To be determined based on qualifications

SUMMARY: Under general supervision of the Executive Director, assists with all fiscal functions of the facility. Provides various financial functions including, but not limited to, payroll, scheduling, pay-ins, resident's finances, and public relations of a fiduciary nature. Assists with the preparation of the mid-year and final budgets. High School Degree or GED required with an Associate's Degree in a clerical/business related field preferred. Must be CPR/First Aid certified and have a valid Ohio Driver's License. Job description provides additional details (see attached).

EMPLOYMENT APPLICATION REQUIRED

Résumé may be submitted in addition to – *but not in place of* – application.
Incomplete or missing information on the Employment Application may prevent an application from being processed.

Applications must be obtained from and returned to:

Richland County Board of Commissioners
50 Park Avenue East
Mansfield, OH 44902

APPLICATION DEADLINE: Applications accepted until 4pm, Monday, September 28, 2020.

ABOUT DAYSPRING: A non-profit residential facility for economically disadvantaged citizens of Richland County, Dayspring is located on 226 acres, six miles north of Mansfield, Ohio. Many of its residents have some type of disability that prevents them from living independently. The facility has been providing care in Richland County for more than 170 years. The staff is dedicated to preserving the historic tradition of providing residents with an affordable living environment where their quality of life can be maintained in a secure and dignified manner.

All employees and applicants for employment will be recruited, hired, promoted, transferred, demoted, laid off, terminated, suspended, evaluated, or otherwise dealt with in a fair and equitable manner based solely upon merit, fitness and such bona fide occupational qualifications as each individual might possess. No personnel decision shall be based upon race, color, religion, sex, national origin, age, handicap, disability or other non-job related criteria.

RICHLAND COUNTY

Position Title: Operations Manager
Immediate Supervisor: Executive Director
Department: Dayspring

General Description of Duties

Under general supervision of the Executive Director, assists with all fiscal functions of the facility. Provides various financial functions including, but not limited to, payroll, scheduling, pay-ins, resident's finances, and public relations of a fiduciary nature. Assists with the preparation of the mid-year and final budgets.

Specific Duties and Responsibilities

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Supervisory Duties

- Prepares, coordinates, supervises and schedules the work of Administrative Assistant and Maintenance
- Prepares employee job performances for the above position as required
- Assists Executive Director with staff corrective measures including, but not limited to, grievances and disciplinary actions
- Meets with staff regularly for purpose of communication and direction. Responds to employee issues and concerns.
- Makes staff work assignments and adjustments as needed
- Keeps personal records for the facility's employees and needed documentation forms revised
- Understands and references the bargaining unit contract for guidelines of actions
- Participates on the negotiating team for renewals of bargaining unit contracts
- Assists executive director with developing facility goals
- Offers input and assists in development of policy and procedure manual for the facility
- Practices confidentiality regarding all aspects of residents' care including but not limited to: medical needs, histories and diagnoses. Will follow facility guidelines pertinent to the Health Insurance Portability and Accountability Act of 1996

Fiscal Duties

- Maintains all business accounts for the facility including, but not limited to: payroll, budgets, monthly financial reports, accounts payable, accounts receivable, purchase orders, monthly invoicing, cash pay-ins, transfer of funds, grant accounts, statistical reports

- Oversees procedures for accounts receivable, accounts payable, room and board, County Auditor's procedures, payroll, and establishing new line items
- Fields concerns and assists staff with needs concerning scheduling, payroll issues, leave requests, benefits, etc.
- Is the liaison between staff and other county agencies such as Auditor, Central Services, etc.
- Understands the differences of Dayspring's financial funds and the purpose of each
- Supervises the annual equipment/supply inventory audit
- Prepares yearend report for the Richland County Auditor
- Maintains files for all business aspects, electronic and others. Maintains these files under the guidelines of the County's Record Commission.
- Secures older financial records in the medical records room.
- Assists administration with writing of grants and pursuance of additional funding
- Oversees and creates the schedule of most Dayspring employees
- Understands and supervises the maintenance of individual residents' accounts including, but not limited to: checking and savings accounts; acting as a payee for social security, acting as a fiduciary for veterans and other funds when deemed necessary
- Understands and supervises the maintenance of individual resident's personal accounts: deposits and withdrawals, as well as monthly spending allowances
- Oversees invoicing for Respite, private pays, and other miscellaneous invoices

Operational Duties

- In the absence of the Office Manager can perform critical aspects for the facility including, but not limited to: performs interviews, orientation and mentoring of new hires, prepares new employee paperwork, prepares termination paperwork
- Has a general understanding of the facility's general operation including staffing standards, the bargaining contract, maintenance contacts, programs and agencies philosophies and mission statements.
- Maintains employees' personnel files
- Transfers information to Executive Director, Director of Nursing, and Office Manager in a timely manner concerning employee absenteeism, tardiness, misuse of leave, etc.
- Assists in training and commination of staff members. Responds to employee issues and concerns.
- Receives complaints and concerns of residents and addresses problems in a timely manner. Updates Director of Nursing and Executive Director issues so the behaviors can be documented

Public Relations

- Takes payment of purchases at community events (e.g., for food, pictures, etc.)
- Assists/directs and participates with staff to accomplish special agency events including but not limited to Easter Egg Hunt, Trick or Treat and Breakfast with Santa

- Understands the mission of Dayspring and can work as a team with all staff members and administration.
- Promotes the facility in a positive manner within the agency and in the community including public promotional events, health fairs, and tours of the facility
- Provides tours for visitors and groups
- Coordinates and partners with other agencies (Catalyst, Pioneer, Ashland University, etc.) for the betterment of Dayspring and our community
- Communicates with persons and staff in the facility and outside the facility in a friendly cooperative manner so that a positive impression is given
- Pleasant phone and people communication skills, friendly and compassionate

Other Duties as Assigned

Special Requirements:

The individual in this position may be required to share being on call with other administrative staff for after hours and weekends/holidays.

Minimum Training and Experience

High School Degree or GED required with an Associates Degree in a clerical/business related field preferred; supplemented by up to three years previous experience and/or training involving administration, public relations, office assistance or clerical duties; or an equivalent combination of education, training and experience.

Must possess proficient computer skills in accounting software and Microsoft Office software (Word & Excel). Must have the ability to operate, process, store and retain information and develop programs and forms for efficiency in the office. Must be CPR/First Aid certified. Must possess a current Ohio driver's license.

Performance Aptitudes

Data Utilization: Records data in an accurate, legible manner. Requires the ability to review, classify, categorize, prioritize, and/or analyze data/information. Needs to be a detailed oriented individual that possesses accuracy in data recording functions.

Prepares various documents, reports and records including correspondence, and resident's records.

Consults various manuals, handbooks and reports including the Dayspring policy and procedure manuals, Richland County Policy manual, computer software manuals and any state, federal or local program that may affect this division.

Human Interaction: Requires the ability to plan, organize, implement and communicate with nurses, residents, family members, and other agencies, medical providers and general public in a

professional and pleasant manner. Willing to accept responsibility, exercises good judgment and sensitive to the needs of others.

Communicates and /or interacts with the facility director, associate directors, supervisors, other facility employees.

Equipment, Machinery, Tools and Materials Utilization: Requires the ability to start, stop, operate and monitor the functioning of equipment, machinery, tools and /or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of referenced and descriptive data and information. Be able to communicate effectively.

Mathematical Aptitude: Requires the ability to perform additions, subtraction, multiplication and division.

Functional Reasoning: Requires the ability to apply principles of rational systems. Ability to interpret and supply instructions, furnished in written, oral and schedule form. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolutions.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity in situations involving a variety of general pre-defined duties, which are often characterized by frequent change.

ADA Compliance

Physical Ability: Tasks involve the ability to exert physical effort in sedentary to medium work, but may involve some lifting, carry, pushing and /or pulling of objects and materials of light to medium weight. Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks are required visual perceptions and discrimination. Some tasks require oral communication ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, doors, rain, fumes, noise extremes, machinery, vibrations, electric currents, traffic hazards, animal wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act the County will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodation with the employer.

Acknowledgement

I, _____, have read, understand and accept the contents of this position description.

Employee Signature

Date

Executive Director

Date