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## **SUMMARY**

Accomplished Health Care professional with over 25 years experience as an Executive Director/Administrator in Retirement Communities, Skilled Care & Rehab Centers, and Assisted Living Centers is seeking an Interim or Administrator/Executive Director position within a CCRC. History of innovative project development with strong financial benefits. Coordinated five major expansions of senior living communities. Team builder with commitment to staff development and customer service with excellent communication skills.

## **EXPERIENCE AND SELECTED ACCOMPLISHMENTS**

### **Penn Med Consultants, Campbelltown, PA**

#### Interim Administrator

Licensed CCRC with 53 beds Skilled Care and 24 bed Personal Care Center. Health Center has a CMI over 2.0 and maintains occupancy near 100%. Recent Annual DOH Inspection had two deficiencies.

### **Ashton Healthcare, Athens, PA**

**2007 to 2009**

#### Administrator

145 bed Health Care and Rehabilitation Center. Accomplishments include: Leadership of the Quality Assurance and Safety Programs, Staff Training, and collection of old accounts receivable from Medical Assistance. Active in the local community through Rotary, Athens Business Association and Chamber of Commerce.

### **ECC Retirement Village, Myerstown, PA**

**2005-2006**

#### Administrator

Not for Profit CCRC with 200 apartments, 25 cottages, 212 nursing care beds and 70 assisted living units. Administrator responsible for the Aging in Place Program for Independent Living, Assisted Living and 152 bed and 60 bed Health Care Centers.

### **Sloan Management**

**2002-2005**

#### Executive Director

120 bed Health Care and Rehabilitation Center. Accomplishments include: Collections of old revenues from Medical Assistance and Veterans Administration, obtained Medicare Part B DME Provider Certification and obtained approval of all Skilled Care beds as Medicare certified beds. Eliminated agency staffing. Excellent survey results.

**Kutztown Manor, Kutztown, PA**

**1999-2002**

Administrator

A 140 bed health care and rehabilitation center with a \$6.5 million budget. Developed and implemented: Collections Policies, Safety Manual, and Fire & Disaster Training Manuals. Net Operating Income of over \$500,000 per year. Deficiency free survey.

**Milford Center, Milford, DE**

**1998-1999**

Executive Director

A 136 bed skilled nursing, rehabilitation and Alzheimer facility. Coordinator of the Quality Improvement Team. Implemented a 32 bed Alzheimer Unit to meet the needs of the community. Developed the \$5 million budget resulting in a Net Operating Income of over \$700,000 per year.

**NewSeasons Assisted Living Community, Allentown, PA**

**1997-1998**

Executive Director

Managed and directed the day to day operations and start-up of an 84 unit premiere Assisted Living Community. Managed budget of \$2.1 million. Responsibilities included administrative, marketing, financial and human resource functions. Implemented the services and programs for the first NewSeasons Assisted Living Community. Presenter at the national Assisted Living Facilities Conference.

**Reading Rehabilitation Hospital, Reading PA**

**1995-1997**

Administrator of Senior Services

Responsible to transition a specialty acute-care not for profit hospital offering comprehensive inpatient and outpatient services with 95 Acute Care Rehab and Sub-Acute care beds into a provider offering a continuum of services to the Residents of a CCRC as well as the Residents of the Community in the local area. Also directed and managed sub-acute care and senior service programs. Directed the Continuous Quality improvement Team. Contributing member of the Strategic Planning, Hospital Councils and Ethics Committee teams. Coordinated the implementation of a new Physician Office-specializing in Seniors. Champion of Strategic Planning for the development of a \$48 million CCRC.

**The Highlands at Wyomissing, Wyomissing, PA**

**1994-1995**

Administrator of HealthCare Services

An upscale, licensed not for profit CCRC with 269 apartments, 16 cottages, 30 assisted living units and 60 health care beds on 100 acres in Berks County. Directed and managed the Aging in Place Program in the Independent Living, Assisted Living and Health Care Centers. Managed \$3.7 million budget. Contributing member of the Strategic and Long Range Planning, Quality Improvement and Safety Teams. Co-designed and implemented a structured program for impaired residents. Assisted in the planning and development of the \$1 million+ Fitness Center.

**Presbyterian Association on Aging, Uniontown, PA**

**1993-1994**

Executive Director

A not for profit Management Company that owned and/or managed: Retirement Communities, HUD Apartments and Health Centers. Directed day-to-day operations and planning for one of the centers. Communicated with Management Company and Board of Directors on key issues. Managed budget of \$4.5 million. Reduced Workers Comp loss ratio from 138% to 14%. Produced strategic plan successfully turning around operation from a \$300K+ loss to a profit.

**Saint Mary's Manor, Lansdale, PA**

**1982-1992**

Executive Director

A not for profit Community with 90 independent and assisted living units, and 120-bed health care & rehabilitation center. Administered and managed day-to-day operations and planning for the Community. Directed marketing, advertising and public relations programs. Managed an \$8 million budget. Implemented Community Outreach Programs to increase customer awareness. Coordinated planning, design, construction, purchasing and staffing for a new \$9.3 million Health Center and community renovation project. Developed and maintained medical staff relations. Expanded services to include: Aging in Place Program, Respite Care, Assisted Living, Rehabilitative Therapies, and Medicare A&B Services. Responsible for Physician contracts and services.

**Kearsley Retirement Community, Philadelphia, PA**

**1979-1982**

Assistant Executive Director

A not for profit Retirement Community with 87 apartments, 60 assisted living units and 39 health care beds. Directed and coordinated the Aging in Place Program, Dining Services, Social Services, Business Office, Human Resources, Security, and Support Departments. Managed the Retirement Community in the absence of the Executive Director. Member of the Strategic Planning Team to develop and implement programs and services. Participated in the planning, design and construction of new apartments.

**Geriatric and Medical Centers, Philadelphia, PA**

**1978-1979**

Assistant Executive Director

Directed and coordinated Nursing, Rehab, Business Office and support departments and managed 198-bed and 394-bed Health Care and Rehabilitation Centers in the absence of the Executive Directors. Directed the start-up operations for 60 and 120 bed additions.

**EDUCATION AND ASSOCIATIONS**

MBA, Saint Joseph's University, Philadelphia, PA

BS, Health Administration, Elizabethtown College

Board & Executive member of PANPHA and PCHA State Associations