



POSITION TITLE:	Operations Transition Support	FLSA STATUS:	Salary/ Exempt
DEPARTMENT:	Corporate Senior Living	APPROVED BY:	Human Resources
SUPVR TITLE:	VP of Operations	APPROVED DATE:	April 2022

Position Summary

This position will support the on-site Executive Director throughout the community transition process (both acquisitions and dispositions) with project management and communication. Along with the other members of the Transitional Team this role will provide on-site support for the initial thirty (30) to forty-five (45) days to implement processes, foster interdepartmental cooperation and organization to meet Lloyd Jones standards of operational excellence.

Essential Responsibility	Time Interval
Review all processes and procedures with the Executive director to track training and knowledge transfer.	Daily
Train the Executive Director on new operational systems	Daily
Upload any pertinent information timely and accurately in the project management system, Monday.com for corporate regional communication.	Daily
Report and communicate any areas of concern to the SVP for direction	Daily
Aid in the proper handling of transitional items or pendings.	Daily
Drive the Lloyd Jones company culture and encourage employees to adopt new processes and mindset of The Key is You	Daily
Share all pertinent forms that are provided related to state specific requirements	Daily
Review and oversee all materials used are properly branded per standards.	Daily
Assist with the uniform and name tag distribution and adherence.	Daily
Lead initially, participate and implement morning briefing meetings per organizational guidelines.	Daily
Meets productivity standards and completes work in a timely manner	Daily
Connect with residents and families to ensure Lloyd Jones levels of services	Daily
Tracks any licensure or applications that might be in process and update the VP of Operations.	Weekly
Reviews all financials and participates in weekly spend- down meetings along with Executive Director	Weekly
Assist provides regular updates on progress with renovation or design efforts	Weekly
Audit vendors and deliverables to the property for all departments	Weekly
Coordinate with Dining, Plant Operations, Compliance and Wellness any needed support during the transition.	As needed
Any and all other assigned tasks or projects necessary by the Senior Vice President of Operations	As needed

Employee Initials _____

Job Description: Operations Transition Support



Minimum Job Qualifications

Level of Education
Bachelor's level degree required
Technical or Professional License(s)/Certification(s)
Administrator License in good standing
Level of Experience
At least 5 years of progressively responsible management experience in the industry or related field.
Travel Requirements and Scheduling
Travel will be 80% within the US..Required lodging is expected in new acquisitions for the initial 30 to 45 day window. A minimum of two (2) weeks will be provided off before the next transition assignment.

General Knowledge/Skills/Abilities

Excellent written and verbal skills. High level of organization and attention to details. Able to meet tight deadlines. High levels of time management. Ability to read and write, follow written and oral instructions, and communicate effectively in English. Excellent interpersonal skills. Polished appearance.

Technical Skills

Strong working knowledge of Microsoft Office and Google platform. Proficiency on Monday.com.

Inside-Outside Work Contacts

Primary contacts are with co-workers, supervisor, residents, and guests. Secondary contacts are sellers or management operator contacts.

Supervision

The position falls under the direct supervision of the SVP of Operations

Physical/Environmental Demands

Physical/Sensory
On a daily basis, throughout the workday: Must be capable of sitting for an extended period of time, occasional standing, occasional walking, occasional grasping with both hands, and fine manipulation. Must physically be able to lift up to 20 pounds unassisted. Must have normal eyesight or use corrective lenses to attain normal eyesight. Must have three-dimensional vision and ability to judge distances and spatial relationships so as to see objects where and as they actually are. Must be able to recognize colors. Must be able to hear and distinguish between normal tones and be able to perceive the nature of sounds. Must be able to exchange ideas by means of the spoken word as well as engage in activities to convey detailed or spoken instructions to other workers accurately, loudly, and/or quickly.

Work Environment

Employee Initials _____

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Works in a well-lighted, well-ventilated building. Must be able to tolerate occasional exposure to dust, fumes, odors, water, etc., as well as some noise. Subject to frequent interruptions. Subject to hostile or emotionally upset individuals. Must be willing to work, when necessary, beyond normal working hours and on weekends, as well as in other positions as necessary.

Risk/Safety

The position requires limited exposure to mental health and stress.

This job description outlines the general responsibilities and requirements for the stated position and in no way is an exhaustive list. Lloyd Jones Senior Living maintains the right to assign or reassign responsibilities to this position at any time. I acknowledge that I have read the job description and understand what is expected of me in this position. I am able to perform the assigned duties with or without reasonable accommodation.

Name (print): _____ Signature: _____

Date: _____

Employee Initials _____
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