



Co-Administrator (Hilltop House Administrator)
Fellowship Community
Chestnut Ridge, NY 10977
jobs@fellowshipcommunity.org

The HA is one that “ministers” to the needs of Hilltop House, RSFF’s Adult Care Facility. The Administrator of Hilltop House works in coordination with the FA to ensure a vibrant community and work environment, supported by the Circles, Groups, Co-workers, employees, and Members. The HA oversees a high functioning team to facilitate the working of HTH within the community. The HA is also tasked with: Working in collaboration with the FA to provide administrative leadership on behalf of the Members of Hilltop House, Hilltop House staff and hourly employees, and Trustees; by ensuring timely and effective communication with the FA in support of the community. The HA has oversight of the hourly staff and staff that primarily work in Hilltop House. The HA lives within the community to be available in emergency for member issues, sharing this responsibility with the FA.

Primary Function: The HA ensures all compliance for the DOH and that care is provided to members following the principles of the RSFF. This includes oversight and compliance with state and county regulations, human care, employee management, budgeting, dietary, and physical spaces.

- Work with the FA and Business Manager to develop and implement successful strategies regarding labor, occupancy growth, revenue growth, expense control, quality of services,
- Assist in the development of operational budgets and capital requirements, including forecasting and approving expenses.
- Work with the Works Circle to ensure that annual reviews, inspections and recommendations are made on all aspects of building construction, safety, and preventative maintenance within Hilltop House
- Ensure the Development/Fundraising Committees’ plan for the year and a strategic three-year plan. Help to implement and coordinate with the Foundation Office on necessary projects.
- Meet financial management requirements for the FC, working with A/R and A/P, the Finance Circle and the Accountants.
- Oversee HTH care of the member’s safe working and living environment.

Nature of position: requires an understanding that Anthroposophy is the foundation for the mission and vision of the Rudolf Steiner Fellowship Foundation, an interest in a deepening understanding of Anthroposophical concepts, a consciousness of others, a commitment to consensus building, and a recognition of the necessity of process in decision making. The HA has a willingness to practice servant leadership. The HA lives within the community and has the ability to fill in as needed in all areas of work and participate in festival life and the building of a healthy community life.

Role as Spokesperson for Hilltop House

- The HA is recognized in the role of “Administrator” in compliance with NYS DOH and Rockland County DOH
- Responsibility for the bi-annual independent review by Pro-Care
- Liaison with Leading Age, and local institutions
- Liaison with the Village of Chestnut Ridge and other local and State institutions as well as governmental institutions
- Overseeing communication with Hilltop House employees, Members and Member families and in collaboration with the FA when needed
- Meeting with potential Members, employees and visitors
- Overseeing coordination of all Hilltop House volunteers, including Freunde volunteers and visitors
- Attending morning meetings to communicate with employees and co-workers as needed
- Membership of the Administrative Circle, Ex-officio Trustee, Staff meeting, Member’s Council, Strategic Planning, Project Management, Employee Development,
- Attending Circle meetings and Groups as needed
- Ensure with the Works Circle that the Hilltop House Emergency Evacuation Response is in place and communicated. Work with the FA to Coordinate with the lodges where needed.

Department of Health

The HA is legally responsible to the New York State Department of Health as the “Administrator,” the person recognized by the State of New York DOH as being in charge of the Adult Home/Adult Care Facility. This requires a broad knowledge of the laws governing Adult Homes - 18 CRR-NY II D 487- as well as the exemptions, waivers and equivalencies that RSFF has been granted through working with the Department of Health, Division of ACF & Assisted Living Surveillance (formerly the Department of Social Services). The Administrator also is tasked with ensuring the community is in adherence to local and state operating laws, tax assessments, insurance compliance, Federal & NYS Department of Labor requirements, and basically all business functions, permitting and inspections.

- Understand the community’s NYSDOH regulations and support the Member care program by regularly meeting with the Care Group to discuss and address concerns.
- Ensure adherence to the Member’s Bill of Rights.
- Interact and work with DOH surveyors during site inspections to answer questions and provide documentation as requested, receive exit report and answer Electronic Plans of Correction as delivered by Health Commerce System messaging.
- Complete daily surveys as well as Annual Survey & 4th Quarter QSIR report for NYS DOH
- Develop and revise as needed emergency plans to be submitted to NYDOH

Personnel Supervision

- Build high performing teams in the areas of Care, Housekeeping and Kitchen
- Maintaining awareness of workloads within Hilltop House
- Continually assess Members’ needs in relation to staffing levels.
- Coordination of work absences, vacation time, problem solving, evaluations and engage in progressive discipline, termination of employment of Hilltop House hourly employee as needed and attendance taking at required events
- Ensuring creation of serving schedules for meals
- Building cooperation among Hilltop House employees and Members
- Producing and distributing employment letters
- Assuring job and performance reviews for Hilltop House hourly employees
- Ensuring Employee professional development in regard to Hilltop House hourly employees, mentoring and evaluations

- Coordinating Employee professional development for the year
- Maintaining non-financial files on all Hilltop House employees
- Maintaining awareness of personnel policies and need for change
- Consulting with lawyer on legal and HR issues
- Maintain safe working and living environments within Hilltop House

Problem solving and Decision making

- The HA makes decisions that are within current guidelines and policies and communicates back to individuals and circles in a timely manner. The HA will consult with the FA, the Administrative Circle and determine what needs to be shared with other circles for consideration.
- Providing or coordinating problem solving for Hilltop House staff, employees and Members: daily requests, trouble shooting, conflict resolution.
- Ensuring crisis management for Hilltop House
- May perform other duties as needed and/or assigned, including care needs

Fiscal Oversight

- The Hilltop House Administrator is responsible to the Trustees to ensure the fiscal health of Hilltop House and that the fiscal health of the community is maintained by working with the FA, Business Manager, the Finance Circle and the Finance Office.
- Develop and implement successful strategies regarding labor, occupancy growth, revenue growth, expense control, quality of services,
- Assist in the development of operational budgets and capital requirements, including forecasting and approving expenses.
- Work with the Works Circle to ensure that annual reviews, inspections and recommendations are made on all aspects of building construction and preventative maintenance
- Work with the FA to ensure the Development/Fundraising Committee's plan for the year and a strategic three-year plan. Help to implement and coordinate with the Foundation Office on necessary projects.
- Work with the FA to meet financial management requirements for the FC relating to Hilltop House, working with A/R and A/P, the Finance Circle and the Accountants as needed.

Policy and procedure development and implementation

- Facilitating the development of policies and procedures for decision-making bodies including assigning issues for consideration for Hilltop House
- Operate Hilltop House in accordance with Fellowship Community policies and procedures
- Federal, state, county and town & village regulations.
- Monitoring the progress of issues to be resolved
- Overseeing implementation of policies and procedures
- Overseeing hiring and firing procedures for Hilltop with the help of the FA, the Administrative Circle and other groups or individuals as needed.
- Carrying administrative budgets for Hilltop House

Medical Office Liaison and vision development

Develop a long-term vision for the MO in relationship to Hilltop for the Foundation

Oversight and coordination of the shared staffing

Oversight of shared supplies

Miscellaneous

- Coordinating the needs of Hilltop House with that of the Community, various Circles, Groups and Members needs in all areas of the community
- Ensuring the planning of an appropriate events and activities calendar for Hilltop House.