

JOB POSTING NOTICE

TITLE: Director of Admissions

LOCATION: Hearthstone Village

REPORTS TO: Executive Director of Senior Services

ESSENTIAL JOB FUNCTIONS:

The dual purpose of this position is to conduct the admissions process for WCLS' assisted and independent living units in accordance with established policies and procedures ensuring the highest level of occupancy, and two: to ensure appropriate ongoing care for residents. This includes developing the marketing plan for WCLS' assisted and independent living units (existing and new units). This position also manages the reception department and hairdresser for Hearthstone Village.

MINIMUM QUALIFICATIONS:

Must have working knowledge of sales and marketing theory and application along with a proven track record of success in the field of senior care, CCRC experience preferred.

Bachelor's Degree (B.A.) or equivalent; plus 1-2 years related experience and/or training; or equivalent combination of education and experience.

Interested candidates should contact Human Resources within 5 days.

DATE POSTED: 12/15/09

POSITION: Director of Admissions (Hearthstone Village and Court)