

## Administrator – Westminster Towers

**Location:** 1330 India Hook Road, Rock Hill, SC 29732

**Employment Type:** Full-Time

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### About Westminster Towers

Westminster Towers is a **not-for-profit, faith-based Continuing Care Retirement Community (CCRC)** located in Rock Hill, South Carolina. Established in 1989, it offers a full continuum of senior living services—including **Independent Living, Assisted Living, Skilled Nursing, Rehabilitation,** and **HomeBridge in-home care.**

Proudly **locally owned and nationally accredited** (first in South Carolina by the Continuing Care Accreditation Commission), Westminster Towers is renowned for its compassionate, resident-centered approach. The community upholds core values of **Integrity, Respect, Excellence,** and **Enrichment,** rooted in its faith-based mission.

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### Position Overview

As Administrator, you will oversee all aspects of facility operations to ensure exceptional care delivery and regulatory compliance. Reporting directly to the executive leadership, you will foster a safe, supportive, and vibrant environment for residents, families, staff, and the broader Rock Hill community.

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### Key Responsibilities

- Develop and enforce policies, procedures, and programs to comply with **federal, state, and local regulations.**
- Provide leadership in **healthcare quality,** focusing on programs that enhance residents' physical, emotional, and social well-being.
- Manage **staffing operations,** including recruitment, training, performance supervision, and team development.
- Drive **financial performance** through budgeting, expense tracking, and contract management.
- Lead and coordinate responses to **state and federal surveys,** ensuring rapid and effective follow-up on findings.

- Oversee **risk management**, including safety protocols and incident response.
  - Serve as the primary liaison with residents, families, staff, and regulatory agencies to foster effective communication and trust.
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### Qualifications

- **Education:** Bachelor's degree required; Master's in Health Administration, Business, or related field is preferred.
  - **Experience:** Minimum of **2 years** in a supervisory or leadership role within a hospital, nursing facility, or long-term care setting.
  - **Licensure:** Active and unrestricted **Nursing Home Administrator license** (or the ability to obtain one in SC).
  - **Skills & Knowledge:**
    - Thorough understanding of **OBRA regulations**, Medicare/Medicaid, and nursing facility/state licensing requirements.
    - Strong leadership acumen and strategic thinking.
    - Excellent communication, interpersonal, and organizational skills.
    - Results-oriented mindset with proven financial management capabilities.
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### Working Conditions & Physical Requirements

- Office-based leadership role with frequent facility-wide mobility.
  - Must be available to **work outside standard business hours**, including evenings, weekends, and holidays as necessary.
  - May encounter **infectious diseases or hazardous substances**; safety protocols and training are provided.
  - Capable of **lifting up to 25 pounds**, multi-tasking, and managing emotional stress.
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