

**MORNING LIGHT INC.  
POSITION DESCRIPTION**

**ABBIE HUNT BRYCE HOME OPERATIONS MANAGER**

POSITION SUMMARY

The Abbie Hunt Bryce Home Operations Manager oversees the day to day operations of Morning Light's Abbie Hunt Bryce Home, ensuring that all processes, staff, volunteers, and supplies are in place to execute the Home's daily mission.

QUALIFICATIONS

- College degree required, with 2 years of health care related experience, preferably with the terminally ill. LPN and/or RN encouraged to apply,
- Strong oral and written communication skills and a positive attitude to promote the Home's mission.
- Ability to multi task, work independently and be a problem solver.
- Ability to set priorities and meet deadlines
- Must maintain professional licensure, if applicable.
- Must be trustworthy and maintain confidentiality.
- Basic knowledge of Microsoft products.
- Must have valid Indiana motor vehicle operator's license and have access to a reliable automobile with current insurance coverage.

ESSENTIAL FUNCTIONS

- Provides administrative and operational leadership to facilitate day to day Home operations.
- Ensures adequate shift coverage with Morning Light staffing partners.
- Responsible for staff compliance with medication, documentation, safety, and facility procedures.
- Supports Provider Relations Specialist in collaborating with health care referral sources.
- Shares responsibility for managing resident admission process including assessments.
- Monitors daily operations to facilitate resident comfort and care, including reassessing resident and facility needs.
- Alerts Provider Relations Specialist and Morning Light CEO (if necessary) and suggests solutions when patient care issues arise.
- Plans weekly staff work schedules.
- Oversees volunteer application process including orientation and scheduling.
- Maintains patient admission records and statistics.
- Ensures procurement and inventory of necessary supplies for Home operations.
- Provides direct services as needed to support residents.

PHYSICAL REQUIREMENTS

- Must have visual, hearing and mental ability to initiate and comprehend written and verbal communication
- Requires manual dexterity and mobility to operate and access assigned facility, clinical, and office equipment

*Modified 1/4/18*

- Requires physical ability to lift and carry reports or supplies of up to 20 pounds
- Must successfully undergo annual TB test and receive flu shots

REPORTING RELATIONSHIP

This is an exempt position reporting to the Morning Light Executive Director CEO.

SUPERVISORY DUTIES

Supervises Morning Light care staff, on site contracted staff, and daily volunteer activity.

FOR MORE INFORMATION

Contact Kenny Eltzroth at Professional Staff Management at 317 816 7007 or via email at [keltzroth@psmin.com](mailto:keltzroth@psmin.com).