EDMUND RICE
CHRISTIAN BROTHERS
NORTH AMERICA

PRESENCE COMPASSION LIBERATION

DIRECTOR OF ASSISTED LIVING

March 13, 2026

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING

BACKGROUND

St. Joseph's, founded in 1986, is a private 20 bed health care residence providing nursing care as needed but is not a licensed nursing facility. It serves as support for brothers who need more care than is available in a community but are not ready for a nursing home. St. Joseph's has connections to local nursing homes when that level of care is needed.

The uniqueness of St. Joseph's is that it is a combination of a health care facility and a Christian Brothers' community. The core leadership team consists of the Director, a Community Leader/Pastoral Care Coordinator, and a Head Nurse. These are complemented by a staff of nurses and nurses' aides and other personnel.

Health care is an important feature of the ongoing care of the Brothers. There are different structures for health care in the different regions of the Province. Central to the long term health care of the United States part of the Province is St. Joseph's Residence in New Rochelle, New York.

The goal of St. Joseph's is to provide a healing environment where the Brothers can be cared for according to their health needs while living in a community and having all of the spiritual and personal supports of community life.

Position Summary:

The Director of Assisted Living provides leadership to the St. Joseph's Care Residence (SJCR) as part of the interdisciplinary management team, comprised of the Director, Nursing Director, and Pastoral Care Coordinator, by supervising team meetings and staff of the Residence; to include budgetary and financial oversight, ensuring smooth operational and administrative efficiencies, recruiting and hiring, delegation, staff development, staff appraisal, and general performance management (i.e., corrective action, when necessary.)

Duties & Responsibilities:

The Director:

- Implements policies, programs, and procedures in conjunction with the SJCR Board of Directors (BOD); meets four (4) times/year with BOD and prepares agenda. Coordinates three (3) Board Committees which meet four (4) times/year prior to each Board Meeting.
- Plans and organizes functions for the provision of care through appropriate delegation of duties and responsibilities. Said delegation incorporates accountability measures throughout the facility.
- Maintains regular communication and relationship with the Province Leadership Team (PLT) and Province Health & Wellness Liaison for Edmund Rice Christian Brothers North America (ERCBNA).
- Provides leadership through departmental communication. This includes holding meetings (e.g., Nursing, Kitchen & Food Purchasing, Custodial staff, etc.) to identify, address and resolve service provision and operational issues.
- Prepares, monitors, and administers the facility operations budget The SJCR Budget reflects all expenditures associated within the day-to-day operations and health-related expenses of the Residence as approved annually by the SJCR Board of Trustees.
- Maintains collaborative working relationship with the Residence leadership team. Weekly meetings shall be held.
- Meets regularly with Treasurer to review monthly reconciliation statements in view of above budget matters.
- Performs reviews of health care and other services currently provided or planned for the Brothers to evaluate expenditure in line with cash flow/budget considerations.
- Applies for Medicaid licensing and Medicaid renewal.
- Coordinates staffing schedules and oversees payroll processing with Nursing Director and Treasurer.
- Ensures maintenance and cleanliness of entire grounds and facility, including the Sacristy and Chapel.
- Participates in community, state, and professional association activities pertaining to health and wellness care, residential care, geriatric care, and assisted living care.

- Assists the Pastoral Care Coordinator in the planning and provision of pastoral care for Brothers in residence at St. Joseph's and for Brothers transferred to local NY metropolitan area skilled nursing facilities.
- Makes occasional hospital and/or nursing home visits to infirmed residents.
- Coordinates/provides transportation for residents' medical appointments, as needed.
- Maintains contact and good relations with various external partners such as Admissions, social workers, and Business Office at Cabrini Medical Center; external IT/PC/phone companies; HVAC, maintenance/cleaning and security firms; and New Rochelle Police Department for parking/traffic/safety issues.

Experience & Qualifications:

- 10-15 years broad management experience in health care and/or assisted care leadership
- Practicing Catholic; experience or familiarity with Religious Orders preferred
- Strong professional network
- Masters Degree; healthcare-related discipline preferred
- NY State licensure as Assisted Care or Nursing Home Administrator or equivalent healthcare-related leadership and management work experience (preferable asset)
- Ability to provide executive leadership to the Province Leadership Team (PLT) and to the Brothers of the Province (Edmund Rice Christian Brothers) within the discipline of Health & Wellness care, to include embracing the charism of the Congregation, strategic planning, development of appropriate management systems, provision of health advocacy, and protecting the interests of the Congregation when engaged in external affairs
- Ability to analyze, apply systems thinking, plan, manage, delegate, foster teamwork, adhere to Province policy and procedure, motivate and inspire others
- Ability to utilize judgment, make sound decisions, and engage in others in same
- Ability to communicate orally and in written form
- Ability to maintain a high standard of professionalism and function appropriately as a member of the interdisciplinary management team at SJCR

Salary: Commensurate with background and experience. Comprehensive benefit program (details will be furnished to finalist candidates).

Application Deadline: May 31, 2026

(We reserve the right to shorten the deadline for applications if we have sufficient interest. Please apply early to ensure your background will be considered.)

For consideration, please email resume to:

Ken Rowe
Vice President CAO
Catholic Recruiter Associates
Kenr@CatholicRecruiter.com

Note: Only those selected for an interview with the search committee will be contacted.

This position serves a vital religious function that supports the ministerial mission and beliefs of the Roman Catholic Church.

Search managed by:

CATHOLIC RECRUITER ASSOCIATES
EXECUTIVE SEARCH • MANAGEMENT CONSULTING

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