

**DEFINITIONS OF POSITIONS
(Executive, Senior Leadership, & Management Positions)**

Chief Executive Officer: Responsible for the overall direction, leadership and coordination of the organization.

Executive Director: Responsible for the overall direction, leadership and coordination of the organization.

Administrator: Responsible for the overall direction, leadership and coordination of the organization.

Chief Operating Officer: Oversees internal operations, including programs and program directors.

Senior Vice President: Responsible for the development, management and quality control of agency operations; functions as agency head in the absence of the CEO.

Vice President: Responsible for the development, management and quality control of certain aspects of the agency's operations (e.g., social service programs); functions as agency head in the absence of the CEO.

Nursing Home Administrator: Licensed professional responsible for the operations of a nursing facility.

Chief Financial Officer: Provides fiscal and administrative supervision for all financial affairs and services.

Director of Finance: Provides fiscal and administrative supervision for all financial affairs and services.

Director of Development: Responsible for meeting the fund raising goals of the organization.

Director of Employee Assistance Program: Responsible for the overall operation of the EAP, including organizing the service, planning its function, staffing the program, directing the operations, and reporting the achieved results of the program.

Director of Marketing: Develops and manages agency-wide marketing, including public relations, community relations, events, advertising & promotional campaigns, market research, communications & publications.

Public Relations/Communications: Develops and manages agency-wide marketing, including public relations, community relations, events, advertising & promotional campaigns, market research, communications & publications.

Director of Program Services or Clinical Services: Responsible for the quality and quantity of professional or clinical services and for their efficient and effective delivery.

Director of Nursing: Has the overall responsibility for the nursing care of residents of a facility.

Director of Human Resources: Administers the personnel program, including recruiting, selection & training, compensation and benefit programs, and performance evaluations.

Director of Management Information Services: Responsible for the information system, including systems design, computer operations, and trouble-shooting.

Director of Quality Assurance: Responsible for quality assurance activities, quality improvement programs, and/ or compliance with standards required for accreditation, reimbursement or regulation.

Compliance Director: Responsible for quality assurance activities, quality improvement programs, and/ or compliance with standards required for accreditation, reimbursement or regulation.

Chaplain: Provides religious counseling and guidance, and is responsible for pastoral care of residents.

Project Director: Manages a specific program, site or project within a multi-site or multi-program organization.

Site Director: Manages a specific program, site or project within a multi-site or multi-program organization.

Program Manager: Manages a specific program, site or project within a multi-site or multi-program organization.

Activities Director: Designs and implements programs to stimulate functioning and improve the quality of life for residents or clients.

Office Manager: Oversees and coordinates daily activities of clerical support staff.