



Chief Operating Officer (COO)

Reports To: President and CEO

Gurwin Healthcare System is a full healthcare continuum providing extraordinary care to the Long Island community and beyond. Set primarily on a 36-acre campus in Commack, NY, the Gurwin Healthcare System includes the 460-bed Gurwin Jewish Nursing & Rehabilitation Center, Gurwin's Assisted Living community (Gurwin Jewish ~ Fay J. Lindner Residences), our independent living community (Fountaingate Gardens), Island Nursing and Rehab Center, and two certified (CHHA) and licensed home care (LHCSA) agencies.

We are currently seeking a Chief Operating Officer (COO) who will provide leadership and support to ensure Gurwin Healthcare System has the proper operational controls, administrative and reporting procedures, and other systems in place to effectively manage and grow the organization. The COO will serve as a key member of the Leadership Team and is responsible for ensuring high-quality resident care, regulatory compliance, financial performance, and operational excellence.

Key Responsibilities

Operational Leadership

- Responsible for the day-to-day operations of the Center which are led by the VP/Administrator.
- Collaborate with the President and CEO on system integration involving all management staff.
- Develop and implement operational strategies aligned with the organization's mission and goals.
- Monitor performance metrics including census, staffing, quality indicators, and financial outcomes.

Financial Management

- Collaborate with the Chief Financial Officer on budgeting, cost control, and financial forecasting.
- Ensure operational efficiency while maintaining a high standard of care.
- Identify opportunities to improve revenue cycle performance and optimize reimbursement.
- Assist in the preparation of facility budgets and allocation of funds based upon department estimates/recommendations and cost/revenue projections.
- Review capital expenditure requests and submit with recommendations to the President and CEO.

Regulatory Compliance

- Ensure compliance with all regulatory agencies governing long-term care and aging services, including state and federal regulations.
- Implement and adhere to policies, procedures, and training programs to maintain regulatory readiness.
- Lead corrective action plan efforts following audits or inspections as needed.

Staff Leadership & Development

- Assist in building, mentoring, and leading a high-performing management team.
- Foster a culture of accountability, teamwork, and resident-centered care.
- Support recruitment, retention, and staff engagement initiatives.
- Provide opportunities for self and others for professional development to maximize contributions towards established goals.
- Ensure appropriate staffing levels and workforce planning.

Strategic Planning & Growth

- Participate in strategic planning initiatives for facility growth and service expansion.
 - Identify opportunities for new programs and services that meet organizational and community needs.
 - Foster partnerships with hospitals, physicians, and community organizations to support referrals and transitions of care.
 - Develop external relationships with various agencies and associations to cultivate business growth and provide exposure.
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Qualifications

Education

- Master's degree (MHA, MBA, MSN, or related field) required
- Licensed Administrator (NYS preferred)

Experience

- 10+ years of progressive leadership experience in long-term care, skilled nursing, post-acute care or housing services, with at least 5 years in a senior operational or executive capacity
- Strong knowledge of nursing home regulations and state and federal guidelines

Skills & Competencies

- Strategic leadership and operational management
- Knowledge of healthcare compliance and regulatory requirements
- Financial and budget management
- Quality management and performance improvement
- Excellent communication and leadership skills
- Strong problem-solving and decision-making abilities