

If interested in being considered for this position, you must apply on the CrescentCare website using the following link:

<https://crescentcare.org/contact/join-our-team/>

## **Director of Operations**

This role is an enterprise wide position that will oversee all CrescentCare's facility operations at all agency locations, supervise staff supporting facility services, manage vendors and contractors, and is responsible for managing and directing the agency procurement and purchasing process. The position will manage the Food for Friends program & staff, facilities staff, and temporary workers as needed. Incumbent will take the lead for the inspecting, maintaining and repairing mechanical, electrical, plumbing, and HVAC systems to ensure optimal operating results. The Director of Operations will maintain operational compliance with local, state and federal regulations.

**Location:** St. Roch & Mid City Neighborhoods of New Orleans, Houma & Baton Rouge

## **Requirements**

- 3 years of supervisory experience required in a facilities management position
- A minimum of 7 years of experience required in the facility services or facilities management
- Knowledge of repair and maintenance of facility systems (HVAC, plumbing, electrical, etc.) as they apply to facility operations and building upkeep
- The ability to work a nontraditional schedule, including weekends when needed
- Must have reliable transportation, as position requires daily travel between our 4 locations
- Demonstrated technical & computer skills appropriate for the position
- Federal criminal background check
- 40 hour work week

## **Physical Requirements**

- Walking: while reviewing facilities
- Climbing: ladder to evaluate facility roofs and ceilings
- Talking/Hearing: to community with staff; public and vendors
- Sitting to drive a vehicle
- Reaching: to retrieve tools; to paint; to repair plumbing and light fixtures
- Pulling: to open drawers; to open doors; to pull electrical wire
- Pushing: to close drawers; to close doors
- Stooping: to retrieve tools at lower levels; to look underneath equipment
- Crouching: to retrieve tools at lower levels; to look underneath equipment
- Seeing: to obtain information from written material; to drive a vehicle to make repairs to facilities and equipment.
- Ability to lift 30 to 50 pounds

## **Education Requirements**

- Associate degree or certification required in building engineering, maintenance or related discipline
- If hired, documented proof of highest level of education completed must be delivered on first day of employment

## **Preferred Qualifications**

- Experience in facility construction and/or operations in an FQHC, health care, acute care or primary care setting
- Bachelor's degree in facility management or related field

- Fluent in Spoken and Written Spanish
- Federally Qualified Health Center experience (FQHC)
- HIV/AIDS knowledge and patient experience
- Experience with the LGBTQ community

### **Why CrescentCare?**

Our mission is to offer comprehensive health and wellness services to the community, to advocate empowerment, to safeguard the rights and dignity of individuals, and to provide for an enlightened public. We offer a broad range of health and wellness services for anyone and everyone who is seeking healthcare services in Greater New Orleans and Southeastern Louisiana.

### **What We Do for Our Clients**

Primary Health Care • Pediatrics • Dentistry • Gender Clinic • Behavioral Health • Addiction Recovery  
 Case Management • Nutrition Programs • Medicaid/Insurance Enrollment • Legal Services  
 Food and Housing Assistance • Smoking Cessation • Syringe Access Program  
 Advocacy, Outreach, Education • HIV/Hep. C/STI Testing and Prevention • COVID-19 Screening & Vaccinations

### **Our Offer to You: An Extensive Benefits Package**

- All Employees are W-2 Status
- Employer Paid Benefits: Dental, Employee Wellness, Employee Assistance Program, Life Insurance
- 11 Paid Holidays, in addition to Vacation and Sick Days
- Medical Insurance (Two Plan Options)
- Vision Insurance
- Long-Term Disability
- Short-Term Disability
- 401(k) Plan – 1.5% Employer Contribution; additional Employer match with Employee Contribution
- Discount Programs

\*All new hires are required as a condition of employment to receive at a minimum of one dose of the COVID-19 vaccinations prior to their start date, and complete the second dose as instructed by their health care provider.

\*No Relocation Package Available

\*No Work Visa Sponsorship Available

*We are an Equal Opportunity Employer and do not discriminate against employees or applicants on the basis of race, color, national origin, ethnicity, citizenship status, religion, age, gender identification, pregnancy, marital or familial status, gender or sexual orientation, veteran or military status, physical or mental disability, genetic information, or on the basis of any other status protected by law, and in compliance with applicable federal, state and local laws.*