

Michael E. Willis, N.H.A.

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Highly motivated individual with over forty years of experience in the health care environment, including acute, long term care and assisted living facilities; well- developed organizational and problem solving abilities, strong communication and interpersonal skills and an emphasis on strong interdisciplinary team building.

Professional Experience

Charlestown Retirement Community

2007 - Present

Catonsville, Maryland

Assisted Living Manger (December 2013). Licensed Nursing Home Administrator responsible for the overall management of a Level 3 Assisted Living Facility (199 Licensed beds) and administrative support to the Skilled Nursing Facility (NHA licensed). Responsibilities include budget preparation, operational financial management, business planning, staffing oversight, marketing, regulatory compliance, customer and employee satisfaction. Responsibilities also include the planning, design and implementation of a new 35 bed Memory Care Unit (Alzheimer's/Dementia care) which opened in January 2015, as well as the planning of a new 104 room Assisted Living Building projected to open in fall of 2016.

Assistant Administrator (2007 – December 2013). Responsible for the oversight of the Assisted Living Facility and working in conjunction with the Administrator in the overall operation of the Skilled Nursing Facility. Additional oversight of several departments including the Activities Department, Communications Department and Wellness Departments. Direct hands on with all departments; acting NHA in the absence of the Administrator

Caton Manor ~ Genesis HealthCare

2005 – 2007

Baltimore, Maryland

Administrator. Responsible for the overall management of a 150 bed nursing facility, with 12 departments, 175 employees and a budget of 12 million dollars. Responsibilities include: Developing systems and staff to bring facility into regulatory compliance; improving financial outcomes; reduction of nursing agency utilization; increasing staff retention; improving/enhancing facility status in local community.

Hammonds Lane Center ~ Genesis HealthCare

1998 – 2005

Brooklyn Park, Maryland

Administrator. Responsible for the overall management of a 129 bed nursing facility consisting of 12 departments, 130 employees and a budget of 10 million dollars. Very successful track record with regulatory process; accounts receivable reduction to below company goal; improved employee retention up to 80% during FY 05; nursing assistant agency utilization eliminated and maintained for past two years; award winning dietary and environmental services departments. Customer satisfaction at or above 90% for past fiscal year.

Brightwood Center ~ Genesis HealthCare

1997 – 1998

Lutherville, Maryland

Assistant Administrator ~ Administrator in Training. Assisted in the overall management of a 126 bed facility consisting of 14 departments and 140 employees. Successful completion of the Administrator Development Program through Genesis ElderCare and the Administrator in Training program through the state of Maryland. Participated in preparation of operational and capital budgets, monthly analyzing of monthly operating statements; participation in facility marketing. Developed and implemented program for activity department and external transportation to enhance integration into the community for Baltimore area centers; participated in developing model for internal case management.

Spa Creek Center**1994 – 1997****Annapolis, Maryland**

Respiratory Care Coordinator. Responsible for the initial development and implementation of a 24-hour respiratory care service in a new skilled nursing facility with a subacute specialty unit. Responsibilities include the provision and maintenance of oxygen systems for a 134 bed facility, evaluation and treatment of residents, Q.I., JCAHO preparation and inservice education and training. Position also included respiratory program marketing and consultant services to various Genesis facilities in the start up of respiratory care programs.

Capital Health Care Associates**1989 – 1994****Chevy Chase, Maryland**

Administrator/Owner. Responsible for all phases in the establishment and implementation of a temporary placement service for health care practitioners. Position entails marketing, marketing, scheduling, payroll, budget preparation, evaluations and quality control.

American Home Medical**1988 – 1989****Bowie, Maryland**

Respiratory Care Coordinator. Patient educator for in-home respiratory service and equipment.

Washington Hospital Center**1984 – 1988****Washington, D.C.**

Respiratory Therapy Supervisor. Supervisor of a staff of 18-26 therapists. Responsibilities include: orientation, training, policy and procedure development and implementation, scheduling and evaluation.

1979 – 1984

Respiratory Therapist. Staff therapist; responsible for all phases of adult and neonatal respiratory care.

Providence Hospital**1978 – 1979****Washington, D.C.**

Respiratory Technician; Staff technician; provided respiratory care and ventilator management.

1975 – 1979

Physical Therapy Aide; Assisting occupational and physical therapists in the provision of care

Education

Bachelor of Science, Business Management, University of Maryland, 1986

Associate of Arts, Respiratory Therapy, Prince Georges Community College, 1980

Licensure ~ Credentials

Nursing Home Administrator, State of Maryland, 1998

Certified Dementia Practitioner - 2015 - *International Council of Certified Dementia Practitioners*

American Association for Respiratory Care

Registered Respiratory Therapist, 1981

Certified Respiratory Therapy Technician, 1980

Professional /Community Affiliations

Irish Charities of Maryland, Vice President

Board of Directors 2009 - current

Maryland State Ancient Order of Hibernians

Board of Directors 2010- current

Irish Railroad Workers Museum

Board of Directors 2010 – current

Lifespan - member

Health Facilities Association of Maryland (HFAM)

Planning and Regulatory Committee Member 2004 - 2006

Maryland District of Columbia Society of the AARC

Board of Directors 1991 – 1994

Annual Conference – Management Section Chairman 1994, 1995

Takoma Park Volunteer Fire Department

Life Member

Wreaths Across America Volunteer

Section Docent 2015