

**Administrator of Mount St. Francis Center
Sisters of St. Francis, Dubuque, IA**

The Sisters of St. Francis, Dubuque, IA invite applications for the position of administrator of Mount St. Francis Center. The Center is a residence for 90 retired sisters living in an independent living facility and 70 residing in a facility for nursing and assisted living. The Center employs approximately 150 persons. The administrator reports to the governing board of the congregation and is responsible for overall management, planning and policy formation. Areas of supervision include: maintenance, nursing, dietary services, and residential services. Applicants must have experience in budgeting, knowledge of human resource law and practices, familiarity with current trends in elder care, and excellent communication skills. Masters' degree required as well as 7-10 years experience in management, preferably in gerontology and/or religious setting. Send resume and names of three references by December 15 to: Sr. Margaret Wick, Mount St. Francis, 3390 Windsor Ave., Dubuque, IA 52001.