
Profile

Elaina

First Name

Danahy

Last Name

edanahy@rcn.com

Email Address

2 Pinewood Ave

Street Address

Suite or Apt

Natick

City

MA

State

01760

Postal Code

What district do you live in? *☒ Precinct 9

Home: (617) 930-1269

Primary Phone

Home:

Alternate Phone

Riverbend of South Natick

Employer

Administrator

Job Title

Which Boards would you like to apply for?

Council on Aging: Submitted

Are you a registered voter in the Town of Natick?☒ Yes ☐ No

Have you ever attended a Natick town meeting?☒ Yes ☐ No

Have you ever served on a board, committee, or commission in the Town of Natick?☒ Yes ☐ No

If yes, please list name(s) of board, committee or commissions, along with date(s) of service:

Town meeting Natick, MA -member 4 year

Interests & Experiences

Why are you interested in serving on a board or commission? Are there any changes you would like to see to these boards, committees and/or commissions?

I feel I would be a strong board member of the council on aging because as an adminstraor in a skilled nursing facility I would very closer with older adults, actively listen to what they need. Older adults relish independence more than anything. I am hopeful that the council could enhance its support of elder adults in the community by providing services, information and events so that they can continue to thrive and feel a greater sense of community belonging.

Are you a graduate of the Natick Community Services Citizen's Leadership Academy?

☐ Yes ☒ No

Please list any skills or specialized knowledge you can bring to these boards, committees and/or commissions.

I am a Licensed Nursing Home Administrator who has worked with local and state government lobbying for laws to protect and improve the care of seniors.

Please list any professional affiliations.

ACHCA NAB

Let us know what other specialized interests or hobbies you might have.

[Elaina Danahy Resume APRIL 2019 administrative.doc](#)

Upload a Resume

ELAINA DANAHY- NHA

2 Pinewood Avenue • Natick, Massachusetts 01760
617-930-1269 • elkevbo@rcn.com

HEALTHCARE FACILITY OPERATIONS AND MANAGEMENT

An exceptionally diligent and dynamic healthcare industry administrator with extensive experience in improving and accelerating productivity and managing facility staff and client relationships. Skilled in maximizing all aspects of operational performance, including reducing costs, scaling organizational growth, and developing effective strategic plans. Experienced in designing, analyzing, and optimizing successful facility and community programs and processes.

Strategic Planning • Staff Supervision • Event Management • Customer Experience Improvement • Presentations • Cost Reduction • Project, Program, Policy & Procedure Design • Team Collaboration • Public Relations • Process Analysis & Improvement • Negotiation Skills
• Operations & Support Management • Marketing Projects • Sales Management

PROFESSIONAL EXPERIENCE

Riverbend of South Natick, Massachusetts • 2017 – present Nursing Home Administrator

- Direct day-to-day functions of the facility in accordance with current federal, state, and local standards, guidelines, and regulations
- Assure the highest level of quality care is provided to residents at all times.
- Plan and implement the facility's programs and activities.
- Prepare an annual operating budget and allocate the resources to carry out planned programs and activities.
- Develop and maintain written policies and procedures that govern the operation of the facility.
- Assist department directors in the development and implementation of performance evaluations. -Communicate and Interpret the facility's policies and procedures to employees, residents, family members, visitors, and government agencies.
- Ensure that all employees, residents, visitors, and the general public follow established policies and procedures.
- Represent the facility in dealings with outside agencies, including governmental agencies and third party payers.
- Assist the Infection Control Coordinator, and/or Committee, in identifying, evaluating, and classifying routine and job-related functions to ensure that tasks involving potential exposure to blood/body fluids are properly identified and recorded.
- Make routine inspections of the facility to assure that established policies and procedures are being implemented and followed.
- Participate in facility surveys (inspections) made by authorized government agencies.
- Review and develop a plan of correction for deficiencies noted during survey inspections.
- Maintain an adequate liaison with families and residents.
- Create and maintains a good public relations program that serves the best interest of the facility and community alike.
- Ensure that appropriate policies and procedures are followed when conducting background checks and when providing information to the Nurse Aide Registry.

Riverbend of South Natick, Massachusetts • 2014 – 2017**Administrative Assistant**

- Serves as liaison to the Administrator, medical staff, and other professional and supervisory staff.
- Represented the facility in top level meetings in the absence of the Administrator.
- Assisted in developing, implementing and recommending written policies and procedures that govern the operation of the facility .
- Reviewed and aided in developing a plan of correction for deficiencies noted during survey inspections, providing a written copy of such plan to the Administrator for his/her review/approval.
- Assisted with the development and implementation of appropriate plans of action to correct identified quality deficiencies.
- Coordinated the recruitment and selection of competent department directors, supervisors, consultants.
- Helped with scheduling department working/ vacation hours, personnel, work assignments, etc..
- Managed payroll and salary review and issued benefit packages.
- Conducted performance evaluations in accordance with the facility's policies and procedures
- Worked with department directors in the planning, conducting, and scheduling of in-service training classes, on-the-job training, and orientation programs.
- Ensured that all facility personnel, residents, and visitors follow established safety regulations , policies and procedures, including fire protection/prevention, smoking regulations, and infection control.
- Maintained accident/incident, MSDS and OSHA reports.

PLS Produce Distributors, Wayland, Massachusetts • 2007 – 2013**Operations and Administrative Manager**

- Performed weekly payroll.
- Created and tracked sales profit and loss reports .
- Complied and implemented billing invoices for our customers.
- Paid vendors for produce purchased, equipment used and services received.
- Received and processed payments from customers.
- Created, compiled and tracked Commission reports for each invoice.
- Imputed inventory into financial database using QuickBooks.
- Ran daily inventory tracking reports to verify and track that inventory received matched inventory sold.
- Managed and archived all invoices and important documents in an organized order for easy access and reference.
- Created and utilized a filing system for all completed invoices.
- Worked with logistic companies to hire truck produce distribution.

OnForce, Inc., Lexington, Massachusetts • 2008 – 2012**Support Operations Representative**

- Certification and training vendor management to approve certifications achieved for software and hardware service professionals and work directly with vendor clients (Cisco, Dell Computer, Microsoft, Sun and others).
- Account management with Dell Computer for service professional certification online account access and approval.
- Insurance coverage validation and account approval to ensure service professionals are covered to perform work with OnForce.
- Interview and vet potential service professionals for account activation with OnForce.
- Management of OnForce online message board and forums for service professional communication and information sharing.
- Work with Canada Revenue Agency for OnForce service professional account tax setup and payment.

National Training Associates /Arbonne International /College Planning Services • 2006 – 2013
Independent Consultant/ Contractor

- Successfully worked independently educating and selling health and wellness products to client base.
- Worked independently and creatively to make contact calls and set up appointments for both college planning and grant writing services.
- Followed up with prospects and existing clients to provide excellent customer service.
- Effectively worked with warm and cold markets to both book appointments and generate sales.
- Created and utilized sales tracking systems for the best time management and success.

EXP Recruiters, Boston, Massachusetts 2004-2005

Recruiting Manager

- Placed highly qualified Nurses into permanent positions within the healthcare industry.
- Evaluated potential candidates by discussing job requirements and qualifications.
- Recommended interviewed applicants on consistent set of qualifications.
- Developed a pool of qualified candidates, and generated eligible applicant leads from referrals.

Comcast Corporation, Needham, Massachusetts • 1989 – 2002

Field Sales and Service Specialist

- Developed numerous database reports for tracking sales and other field activity used by upper management.
- Analyzed, approved and completed all high-speed data, telephony and cable related work orders to generate billing.
- Supervised bulk billing for senior housing facilities.
- Finalized telephony and high-speed data transactions through ETE relational database.

Dispersed Data Processing Coordinator

- Created and input pending and completed activity reports in service area database.
- Organized and compiled service and installation activity for the technical department.
- Verified and completed performances of all service calls and special request orders.
- Handled all customer service transactions.

EDUCATION

Master of Business Administration

Framingham State University, Framingham, Massachusetts

Bachelor of Arts in Business Management

Regis College, Weston, Massachusetts

PROFESSIONAL AND BUSINESS DEVELOPMENT

- Participated in the Massachusetts board approved Administrator in Training Program (AIT)
- Licensure received 11/30/2016
- License number NH5504
- Received highest honors in customer service delivery courses at Comcast regional training centers
- Developed knowledge of cable, telephone and internet software programs such as: ICOMS, Peoplesoft, ETE and CableData.
- National Endurance and Sport Training Association (NESTA) May 2005 –
Certificate: Certified Personal Trainer


COMPUTER SKILLS

Microsoft Windows • Apple IOS • SalesForce CRM • QuickBooks • Excel • Word • PowerPoint •
• Outlook • Corporate Wikis • MIS & IT




COUNCIL ON AGING


BOARD DETAILS




OVERVIEW



SIZE 11 Seats



TERM LENGTH 36 Months



TERM LIMIT

The Council on Aging Board is an advisory body with responsibility for advising and supporting the Director of the Council on Aging (the Director) and helping to establish and review the departments objectives.

The basic purpose of the Board is to:

- A. Identify the total needs of Naticks elder population;
- B. Educate town officials and residents regarding the needs and contributions of Naticks elders and encourage community support;
- C. Establish both short-term and long-term goals and objectives in collaboration with the Director to meet identified needs;
- D. Encourage collaboration with other agencies, and where appropriate appoint representatives to said agencies; and
- E. Advocate with federal, state, local agencies and elected officials regarding legislative and budgetary issues affecting elders.

ENACTING RESOLUTION



**ENACTING RESOLUTION
WEBSITE**



BOARD ROSTER



ROBERTA A. CIARFELLA

2nd Term Jul 01, 2017 - Jun 30, 2020

Appointing Authority Board of Selectmen
Position Member



ANDREW D. ESCHTRUTH

1st Term Aug 21, 2017 - Jun 30, 2020

Appointing Authority Board of Selectmen
Position Member



WILLIAM F. GROME JR.

1st Term Jul 12, 2016 - Jun 30, 2019

Appointing Authority Board of Selectmen
Position Chair



JUDITH M. KEEFE

1st Term Aug 21, 2017 - Jun 30, 2020

Appointing Authority Board of Selectmen
Position Member



HARRIET MERKOWITZ

2nd Term Jul 01, 2016 - Jul 01, 2019

Appointing Authority Board of Selectmen
Position Member



ELAINE B. OSTROFF

1st Term Jul 12, 2016 - Jun 30, 2019

Appointing Authority Board of Selectmen
Position Member



SALVATORE PANDOLFO

2nd Term Jul 01, 2017 - Jun 30, 2020

Appointing Authority Board of Selectmen
Position Member



SUSAN B. PETERS

1st Term Oct 29, 2018 - Jun 30, 2021

Appointing Authority Board of Selectmen
Position Member



CONNIE PITT

1st Term Oct 01, 2018 - Jun 30, 2021

Appointing Authority Board of Selectmen
Position Member



JUDITH R. SABOL

1st Term Jan 22, 2019 - Jun 30, 2021

Appointing Authority Board of Selectmen
Position Member



VACANCY