

Category 1, 2, 3, 4
Universal Precautions
Apply (Circle One)

ADMINISTRATOR JOB DESCRIPTION

Department: _____ Date of Hire: _____

General Purpose:

To direct the day-to-day functions of the facility in accordance with current federal, state and local standards governing long-term care facilities to ensure that the highest degree of quality care can be provided to the residents at all times.

Qualifications:

- * Must be a licensed Nursing Home Administrator in good standing and/or meet all applicable federal and state licensure requirements
- * Must be at least 18 years of age
- * Completion of secondary education and at least two years of undergraduate studies
- * Must speak and understand English
- * Previous experience in a supervisory capacity in a hospital or long-term care facility
- * Patience, tact, enthusiasm and positive attitude toward the elderly

Essential Job Functions:

A. Administrative Functions

Duties:

Create and maintain an atmosphere of warmth and personal interest, ensuring a positive, calm environment throughout the facility; ensure that each resident receives the necessary nursing, medical and psychological services to attain and maintain the highest possible mental and physical functional status; plan, develop, organize, implement, evaluate, maintain, monitor, supervise and direct all facility departments and overall operations, including programs, activities, policies and procedures and implement changes as necessary; assist department directors in

developing and using departmental policies and procedures and establish rapport among all departments; interpret and ensure compliance with all facility policies and procedures by all employees, residents, families, visitors, government agencies and the general public; represent the facility at and participate in top level meetings and contacts with the facility's governing boards, the medical community, outside support agencies, ancillary providers and private and governmental agencies; plan, develop and maintain an ongoing quality assurance program; identify problems and deficiencies and develop and implement appropriate plans of action to correct deficiencies; and, implement and maintain effective marketing and public relations programs.

Physical and Sensory Requirements (With or Without the Aid of Mechanical Devices):

Walking, ability to read and write in English, ability to communicate with residents, families, personnel and support agencies, ability to evaluate and interpret information and make independent decisions and ability to remain calm under stress.

B. Personnel Functions

Duties:

Recruit, interview, hire and maintain competent personnel to supervise and direct the activities of the departments; supervise and direct department directors in recruiting, interviewing, hiring, counseling, disciplining and terminating personnel to maintain and ensure an adequate staff of qualified personnel at all times; develop and maintain job descriptions and performance evaluations for all staff positions; supervise and direct department directors in scheduling department work hours; maintain proper documentation and records on all personnel in accordance with applicable regulations; and, delegate administrative authority, responsibility and accountability to other personnel as deemed necessary to ensure performance of all assigned staff positions.

Physical and Sensory Requirements (With or Without the Aid of Mechanical Devices):

Ability to read and write in English, ability to communicate with personnel and support agencies and ability to remain calm under stress.

C. Budget, Planning and Inventory Functions

Duties:

Review and interpret monthly financial statements and provide information to the facility's governing board; assist in the establishment and maintenance of adequate accounting systems; keep abreast of economic conditions and situations and make adjustments as necessary; prepare annual operating budgets; allocate sufficient resources to maintain facility programs and activities and submit to the facility's governing board for approval; establish, maintain and ensure adequate financial records and cost reports and submit to appropriate government agencies as required; approve and authorize purchase of food, equipment and supplies to ensure adequate quantities are available to meet the day-to-day operational needs of the facility and its residents and to ensure a clean and safe environment for the residents.

Physical and Sensory Requirements (With or Without the Aid of Mechanical Devices):

Ability to read and write in English, ability to understand and interpret financial data and ability to communicate with personnel and support agencies.

D. Residents' Rights Functions

Duties:

Maintain resident confidentiality; treat residents with kindness, dignity and respect; ensure that all personnel know and comply with Residents' Rights rules; monitor services to ensure that residents' needs and rights are met; ensure that timely notice is given and strictly followed for resident discharges and room and/or roommate changes; and, review and maintain written records of all resident complaints and grievances, the action(s) taken to resolve and the current status of the complaints and grievances.

Physical and Sensory Requirements (With or Without the Aid of Mechanical Devices):

Ability to communicate with residents and personnel, ability to read and write in English and ability to remain calm under stress.

Other Job Functions:

A. Committee Functions

Duties:

Direct, serve, attend and participate in various committees of the facility; provide written and/or oral reports to the facility's governing board and facility management as necessary; and, evaluate and implement recommendations from the committees, the governing board and/or facility management.

Physical and Sensory Requirements (With or Without the Aid of Mechanical Devices):

Ability to read and write in English, ability to communicate with personnel and ability to evaluate and interpret information and make independent decisions.

B. Safety and Sanitation Functions

Duties:

Ensure that all personnel, residents and visitors follow established policies and procedures, including safety regulations, fire protection and prevention policies, smoking regulations, infection control procedures, and waste and disposal procedures; ensure that the facility and surrounding grounds are maintained in good repair; review accident and incident reports and establish effective accident prevention programs; and, ensure that all personnel attend and participate in Hazardous Communication and Universal Precautions training programs prior to reporting for work assignments.

Physical and Sensory Requirements (With or Without the Aid of Mechanical Devices):

Ability to communicate with personnel, ability to read and write in English and ability to distinguish smells.

C. Staff Development Functions

Duties:

Maintain professional competence and keep abreast of changes in the long-term care field through attendance and participation in continuing education programs, workshops, seminars and training programs; assist department directors in planning, developing, conducting and scheduling orientation, in-service training, on-the-job training and other educational activities for personnel to ensure that current materials and programs are

continuously provided; and, meet with department directors on a regular basis and encourage, conduct and participate in in-service classes and supervisory level training programs.

Physical and Sensory Requirements (With or Without the Aid of Mechanical Devices):

Ability to communicate with personnel, ability to read and write in English and ability to understand and instruct personnel concerning training and education.

D. All Other Duties as Required

I understand this job description and its requirements; I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned; I understand the job functions may be altered by management without notice and that I am an at-will employee.

Date

Employee

Supervisor