

ADMINISTRATOR

DEPARTMENT: Administration
SUPERVISOR: Owners and VPO

FLSA STATUS: Exempt
DATE: July 1, 2018

AREA OF SUPERVISION: All departments and all employees and consultants

DUTIES AND RESPONSIBILITIES

Responsible for planning, organizing, staffing, directing, and coordinating of the facility to ensure quality care for residents; be knowledgeable of and implement federal, state, and local laws and regulations applicable to the facility and residents, personnel, and physical plant. Responsible for interpreting and implementing corporate vision, purpose, mission and value statements.

The person holding this position is delegated the responsibility for carrying out the assigned duties and responsibilities in accordance with current existing federal and state regulations and established company policies and procedures.

ESSENTIAL FUNCTIONS:

Leadership Responsibilities

1. Is responsible for knowing, understanding, and conveying to department supervisors and staff the Federal and State rules and regulations regarding nursing home requirements and is responsible for their enforcement within the scope of the each Department.
2. Represent facility with government and private agencies.
3. Establish, implement, review, and update facility policies and procedures pertaining to resident care, financial control, public relations, maintenance of physical plant, and procedure manuals.
4. Accompany surveyors and consultants on facility inspections; arrange exit conferences, which include department heads; review deficiencies and submit plan of correction to appropriate governmental agency upon receipt of report of deficiencies.
5. Routinely meet with department heads on a scheduled basis and conduct/participate in the in-service classes and supervisory level training programs.
6. Attend workshops, seminars and educational session to keep update on changes in the long-term climate.
7. Review all performance evaluations and approve salary increases if appropriate and assure timely completion.
8. Review accidents and incidents and make recommendations for an effective safety program for the residents.
9. Review resident complaints and grievances and make written reports of action taken.
10. Provide security for physical management records, personnel records, and current and closed resident records.
11. Operate, manage, and maintain facility in accordance with established policies and procedures.
12. Act as liaison with the corporate office and professional and supervisory staff through meetings and reports.
13. Prepare and forward to authorities reports as required by federal, state, and local agencies and management, as well as, corporate staff.
14. Ensure adequate food, nursing, and housekeeping supplies and equipment are available, properly stored, and in working order.

15. Attend meeting of the facilities. Administrator, or his designee, shall attend meetings, including those concerned with utilization, resident care and safety, such as, QA, Safety, Care plans and Medicare.
16. Administrator will designate, in writing, who will be responsible for administrative functions in his absence.
17. Review and evaluate reports from the facility's committees and consultants, and document disposition and implementation of recommendations.
18. Prepare and submit required reports.
19. Observe activities in each department and on each shift.
20. Instruct facility staff to furnish information regarding residents to authorized agencies or individuals, and maintain confidentiality.
21. Ensures that public information describing the services provided by the facility is accurate.
22. Inspect the facility routinely to assure that established policies and procedures are being implemented and adequate maintenance of the facility is maintained.
23. Functions in a problem solving capacity with regards to the facility operations, residents and staff issues.
24. Cooperate with the medical staff and with all those concerned with rendering professional service, resulting in quality care to the residents.
25. Oversee and be generally responsible for the overall day-to-day administrative management and operation of the affairs of the facility..
26. Help monitor and assure compliance with applicable laws, rules and regulations (federal, state and local).
27. Act as the HIPAA Privacy Officer for the facility.

Supervisory Responsibilities

28. Select and supervise managers of major departments and consult with them regarding problems; hire, discipline, and terminate department employees; schedule and staff department personnel; ascertain quality of performance, wage adjustments, and inter-departmental relationship.
29. Assures that all department supervisors attend required training in hazardous communication and safety as established by OSHA guidelines.
30. Maintains safe working conditions and practices in each department
31. Trains staff in proper work practices when they are oriented to the department.
32. Monitors staff to assure they are following established safety and infection control policies and procedures including body mechanics and ergonomics.
33. Maintains attendance record of department supervisors and when appropriate counsels
34. Reviews schedules, time punches, PTO requests to submit biweekly for payroll
35. Schedules work hours and assignments also reviews and checks staff work performance and is responsible to see that each shift is properly staffed.

Financial Responsibilities

36. Prepares an annual operating budget to achieve organization objectives.
37. Review and interpret monthly financial statements, and take appropriate corrective action in response to variances and trends.
38. Plans and oversees capital improvements
39. Submit and recommend for approval schedule of rates and charges for the facility services, together with plans and procedures for the collection and safeguarding of facility funds.

40. Meet with department managers weekly regarding HPPD, \$PPD, budget tracking, evaluations, etc. to assist them in maintaining compliance.
41. Oversee petty cash account, accounts receivable, accounts payable, and resident funds.

Manages Key Services

42. Ensures facility achieves compliance expectations as measured by State and Federal survey.
43. Assists staff in planning and conducting ongoing training programs to assure that current material and programs are continuously provided.
44. Manage the worker's compensation program according to guidelines established by the corporation. This includes claims management, Lantis Cares, Safety Bingo and Safety Committee.
45. Plans for quality assurance in all departments of the Nursing Home and develops quality improvement plans with committee members.
46. Be in charge of the Quality Assurance Committee and assure facility involvement and compliance with corporate requirements.
47. Assist the Admission Coordinator and Director of Nursing in pre-screening potential new residents. Participation in the Admission process is expected.
48. Assist department directors in planning, conducting, scheduling of in-service training classes, on-the-job training and orientation programs to assure the current policies and procedures are reviewed and updated as necessary. Maintain personal contact with residents and their families, or guardians.
49. Ensures maximum census development.
50. Prepare reports mandated by local, state, and federal statutes and regulations.

Risk Management

51. Market the facility to the medical community and the community in general.
52. Responsible for a Fire Life Safety program to prevent fire and injury to residents, staff, and visitors and to maintain a safe and hazard free environment in the facility.
53. Ensures facility's compliance with all safety requirements and OSHA regulations.
54. Maintain physical properties in a good state of repair and operating condition.
55. Attends and participates in company meetings, conference calls, webinar trainings, etc.
56. Perform related duties as assigned or as the situation dictates.

Risk Exposure Categories:

- 1=Tasks may involve exposure to blood/body fluids.
- 2=Tasks do not involve contact with blood/body fluids but could result in performing a Category 1 task.
- 3=Tasks do not involve any risk of exposure to blood/body fluids.

PHYSICAL REQUIREMENTS

These are physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the Company may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential functions to which it relates, and the proposed accommodation.

	Never 0 hours	Occasionally (1-33%) .1 – 2.6 Hours	Frequently (34-66%) 2.7 – 5.2 Hours	Continuously (67-100%) 5.3+ Hours
Standing/Walking:				X
Sitting:		X		
Lifting /Carrying 0-10 lbs.			X	
Lifting/Carrying 11-20 lbs.		X		
Lifting/Carrying 21-25 lbs.		X		
Lifting/Carrying 26-50 lbs.		X		
Lifting/Carrying 51-70+ lbs.	X			
Pushing/ Pulling 0-10 lbs.			X	
Pushing/Pulling 11-20 lbs.		X		
Pushing/Pulling 21-25 lbs.		X		
Pushing/Pulling 26-50 lbs.		X		
Pushing/Pulling 51-70+ lbs.	X			
Climbing/Balancing:	X			
Stooping:		X		
Squatting:		X		
Kneeling:		X		
Reaching:		X		
Hearing/Listening: Must be able to hear well enough to communicate with co-workers and residents				X
Fingering/Grasping/Feeling: Dexterity necessary to handle and manipulate equipment and supplies.				X
Seeing: Must be able to read reports, instructions, and observe residents				X
Color Perception: (Red, Green, Amber)	X			
Animals/Plants	X			

MENTAL/REASONING REQUIREMENTS

Reading Simple Writing – Complex Analysis/Comprehension
 Reading-Complex Clerical Judgement/Decision Making
 Writing – Simple Basic Math Skills

EXPOSURES

Airborne particles Explosives Muscular Strain Temperature
 Caustics Fumes Noise Toxicants
 Chemicals High places Odors Vibration
 Electrical Current Moving Parts Physical abuse Vision strain
 Slippery Floors Weather

WORK AREA AND ENVIRONMENT

Administrative and department offices, resident rooms and areas, the entire building and grounds, the community, agency offices and other health care providers, educational institutions, and travel to meetings and seminars.

QUALIFICATIONS

Education: As required by state and federal laws, but at least a B.S. degree from an accredited college or university, and preferable a major or minor in health care/administration and a master's degree.

Experience: At least two years preferred

License: Hold a current, unencumbered nursing facility administrator's license in this state.

Administrator-in-Training Program: If required at the time of licensing

Continuing Education: In accordance with state and federal laws

Job Knowledge: Ability to speak, read, write and understand English. Leadership, communication, nursing home regulations and standards, budgeting, personnel and business administration, public and community relations, relations with other health-care providers, ability to handle crisis situations and make judgments and decisions. Enjoy working with residents, families, and employees, be friendly, creative, handle stress, sympathetic, and accept responsibility.

Professional Memberships: Encouraged to participate in community civic organizations and associations.

Standards: Knowledge of and ability to meet regulations of: Centers for Medicare and Medicaid Services (CMS); State Health Department; State Food Codes; OSHA, Life Safety Codes; Facility Policies and Procedures

BASIC REQUIREMENTS

1. Residents always come first, and their needs will be met unless there is a conflict with the needs of others or the organization as a whole.
2. Residents, resident families, co-workers and visitors will be treated with respect, dignity and kindness.
3. Support the mission, vision and values of the facility
4. Employee behavior will consistently be in a manner that demonstrates both employee's and the company's commitment to an ethical, honest and above-board approach in all dealings with employees, customers, suppliers and the community.
5. Report to work on time and for scheduled shifts as attendance is required to perform the duties and responsibilities of this position.