

Pine Valley Healthcare and Rehabilitation Center

Position Description

Position Title: Nursing Home and Assisted Living Administrator

Reports to: County Administrator

Date: 2/18

FLSA Status:

Pay Grade: P

Hours Per Week: 40, salaried

Purpose of Position

The primary purpose of this position is to plan, direct and coordinate the overall operations of Pine Valley Skilled Nursing and Pine Valley Assisted Living.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned.

- Write, Implement/enforce policies and practices and provide oversight to ensure code compliance with all state and federal codes that apply to both facilities. Interpret applicable codes for department heads and provide training on their requirements.
- Research, recommend and implement clinical programs and contracts to ensure quality care to both resident populations.
- Implement and oversee policies, procedures and practices to ensure the safety of residents, staff and visitors.
- Implement and oversee practices to ensure the safe and efficient operation and preservation of the physical plant.
- Identify, analyze, negotiate, determine and recommend strategic direction including vendor and partner contracts to achieve efficiency, safe and quality operation and serve the residents of Richland County currently and into the future.
- Implement and communicate the strategic plan and direction for both facilities.
- Monitor, direct and set goals and performance standards for department managers. Evaluate their performance and provide constructive feedback to foster their professional growth and development.

- Implement County Policy. Set and recommend policy for both facilities.
- Develop and produce marketing and community education regarding both facilities and services to aid in census development.
- Hire and fire. Oversee discipline and ensure consistent discipline across all departments.
- Recommend, approve and oversee staff training for all departments to ensure a technically competent work force.
- Determine and recommend organizational and reporting structure and recommend salary grade.
- Support and encourage cross training to manage workload and ensure continuous operation of the facilities.
- Recommend programs, bonuses, offerings to attract and retain staff.
- Set parameters and direct the preparation of the annual budget and recommend to the board. Present to the Finance Committee.
- Monitor budget performance monthly and take measures to remain within budgeted expenses and meet or exceed revenues.
- Recommend capital improvements or programs to enhance services, revenue or compliance with regulations.
- Research and recommend room rates.
- Direct and oversee license verification, credentialing and competency of physicians, pharmacist and outside providers.
- Write proposals/bids for services and review and recommend bid awards.\
- Attend various county meetings to present requests, provide information or represent the facility.
- Attend and prepare the agenda and minutes for the monthly trustee meeting, report on financials, census, review and recommend vouchers for payment and update on any quality issues or concerns or programs.

- Represent Pine Valley Community Village to legislators, the public, families, other county entities, medical staff and serve as official contact and spokesperson for state and federal entities.
- Review, evaluate and recommend software, hardware, technology and machinery for the safe and efficient operation of the facilities.
- The administrator shall supervise the daily operation of the CBRF, including but not limited to, resident care and services, personnel, finances and physical plant. The administrator shall provide the supervision necessary to ensure that the residents receive proper care and treatment, that their health and safety are protected and promoted and that their rights are respected.
- The administrator shall be responsible for the training and competency of all employees.
- An administrator or other designated qualified resident care is on the premises of the CBRF daily to ensure the CBRF is providing safe and adequate care, treatment and services.
- A qualified resident care staff shall be designated as in charge in the CBRF.
- Conduct and lead operations related to services including but not limited to; planning budgets, authorizing expenditures, establishing rates for services and information related to financial reporting.
- Direct, supervise and evaluate work activities of Managers and service delivery.
- Maintain communication between healthcare staff and department heads by attending meetings and coordinating interdepartmental functioning.
- Review and analyze facility services and data to aid planning and cash and risk management and to improve service utilization.
- Plan, implement and administer programs and services in the CBRF, including personnel administration, training and coordination of medical and nursing.
- Develop and/or maintain record management systems to effectively audit and process data such as personnel activities and information and to produce reports.
- Manage change in integrated health care delivery systems, such as work restructuring, technological innovations and shifts in the focus of care.

- Consult with medical, business and community groups to discuss service problems, respond to community needs, enhance public relations, coordinate activities and plans and promote health programs.
- Develop or expand and implement medical programs or health services that promote community health and wellness of tenants.
- The administrator or qualified designee shall monitor at least monthly for the inappropriate use of PRN psychotropic medication, including but not limited to, use contrary to the individual service plan, presence of significant adverse side effects, use for discipline or staff convenience or contrary to the intended use.
- Flexibility in scheduling. May work all hours. Takes call for the facility.

Minimum Training and Experience Required to Perform Essential Job Functions

- The administrator shall be at least 21 years of age and exhibit the capacity to respond to the needs of the residents and manage the complexity both licensed facilities. The administrator shall have any one of the following qualifications:
 - A bachelor's degree in health care from an accredited college preferred and 3-5 years experience working in long term care having direct contact with one or more of the client groups identified under s.DHS 83.02(16).
 - At least 3-5 years experience working in a health care related field having direct contact with one or more of the client groups identified under DHS 83.02(16) and have successfully completed an assisted living administrator's training course approved by the department or the department's designee.
 - Knowledge of long term care finances a plus.
 - A valid nursing home administrator's license issued by the department of safety and professional services.
- Business Acumen – Ability to grasp and understand business concepts and issues.
- Change Management – Ability to encourage others to seek opportunities for different and innovative approaches to addressing problems and opportunities.
- Conceptual Thinking – Ability to think in terms of abstract ideas.
- Delegating Responsibility – Ability to allocate authority and/or task responsibility to appropriate people.
- Problem Solving – Ability to find a solution for or to deal proactively with work-related problems.
- Project Management – Ability to organize and direct a project to completion.
- Accountability – Ability to accept responsibility and account for his/her actions.

- Coaching and Development – Ability to provide guidance and feedback to help others strengthen specific knowledge/skill areas.
- The administrator shall receive at least 15 hours per calendar year of continuing education beginning with the first full calendar year of employment. Continuing education shall be relevant to the job responsibilities and shall include, at a minimum, all of the following:
 - (1) Standard precautions.
 - (2) Client group related training.
 - (3) Medications.
 - (4) Resident rights.
 - (5) Prevention and reporting of abuse, neglect and misappropriation.
 - (6) Fire safety and emergency procedures, including first aid.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language ability and Interpersonal Communication

- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to criteria/standards. Ability to compare, count. Differentiate, measure and/or sort data and information. Ability to assemble, copy, record and transcribe data. Ability to classify, compute and tabulate data.
- Ability to advise and interpret on how to apply policies and procedures and standards to specific situations. Ability to explain, demonstrate and clarify to others within establishes policies and procedures.
- Ability to utilize descriptive and advisory data and information, such as employment wage withholding handbooks and guides, County Handbook and Pine Valley Addendum, correspondence and general computer software operating manuals.
- Ability to communicate effectively with Pine Valley employees, residents and resident's families, vendor representatives, State and Federal personnel, financial and program auditors, both verbally and in writing.

Mathematical Ability

Ability to add, subtract, multiply, divide, calculate percentages, fractions and decimals; with the ability to apply computer formulas.

Judgment and Situational Reasoning

- Ability to use functional reasoning development in performing activities within rational systems involving diversified work requiring exercise in judgement.
- Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving a variety of predefined duties subject to frequent change.

Physical Requirements

- Ability to grasp and place objects, operate telephone computer, keyboard, photocopier, fax, calculator, etc.
- Ability to exert light physical effort in sedentary to light work involving lifting, carrying, pushing and pulling. Ability to handle, finger and feel.
- Ability to recognize and identify individual characteristics of forms associated with objects, materials and ingredients.

Environmental Adaptability

- Ability to work under conditions which require exposure to environmental factors such as odors, toxic agents, vibrations, machinery, wetness, disease and/or dust. This exposure may cause some discomfort and presents a risk of injury.

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.