ADMINISTRATOR

**Department:** Administration

**Supervisor:** Owner/Board of Directors

**Salary Range:**

**Shift:**

**FLSA Status:** Exempt

# QUALIFICATIONS

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| **EDUCATION & CREDENTIALS:** | Bachelor’s Degree required with degree in health care administration, business administration or nursing administration preferred.Must maintain current Iowa Administrator’s license in good standing with no restrictions. First Aid and CPR certification required. Failure to maintain licensure and certification in good standing without restrictions will result in termination. May not be a debarred provider. |
| **REGULATORY****COMPLIANCE****REQUIREMENTS:** | The Administrator is required to report any arrest, charge, or conviction of a crime other than a traffic violation, and receipt of notice of any agency investigation or charge, including investigations relating to licensure, certification status, or dependent adult or child abuse within 48 hours and may not perform services pending such report. Failure to report such an arrest, charge, conviction, investigation or similar issue may result in termination.The Administrator must understand the nature of resident care and resident rights and comply with these requirements at all times.An Administrator who reasonably believes a dependent adult has suffered dependent adult abuse is required to report suspected abuse to the Board of Directors or Owner within twenty-four (24) hours.During the course of employment the Administrator is also required to report any information that may impact patient/resident care, including, but not limited to, violations of resident rights and HIPAA violations to his/her supervisor or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. |
| **CONTINUING EDUCATION REQUIREMENT:** | The Administrator is required to complete annual 12-hour in‑service training programs and all other continuing education requirements. Failure to complete the 12-hour in‑service training program, or any other requirement under internal policies, local, state or federal law may result in termination. |
| **WORK EXPERIENCE:** | At least one year of experience in a hospital, long-term care facility or assisted living facility is required. At least one year in a position in which administrative and supervisory ability has been demonstrated is required. |

# GENERAL JOB SUMMARY

 The Administrator has responsibility for the overall operation of the facility including budgeting, staffing, administrative and regulatory compliance.

 The Administrator provides supervision and administration of quality nursing care and directs the hiring and training of personnel in order to provide excellent resident care.

 The Administrator has the overall responsibility of maintaining control and directing all facility financial concerns, such as budget planning, accounting and establishing rates for health care services. Negotiates for maintenance, improvement of and additions to facility building(s), grounds and equipment.

 The Administrator establishes and directs overall operation of the facility’s activities, both internal and external, and coordinates these activities to ensure compliance with established national, state and local standards for health care facility operation.

 The Administrator will set the tone and atmosphere of the facility; establish personnel policies to maintain good employee relations and morale.

 The Administrator will establish written policies for the operation of the facility in providing a physical, social and psychological environment conducive to maintaining the highest level of independent function and well being for all residents of the facility.

# ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1. Individual must have good verbal and written communication skills.

2. Ability to read, analyze and interpret common scientific and technical journals, financial reports and legal documents.

3. Ability to budget and complete all aspects of both short term and long term budget process.

4. Ability to respond to common inquiries or complaints from residents, family members, staff, regulatory agencies or members of the business community.

5. Ability to write speeches and articles for publication that conform to prescribed style and format.

6. Ability to effectively present information to top management, public groups and/or board of directors.

7. Possess initiative, good judgment, and leadership ability to work well with the community, residents, families and staff.

8. Possess understanding and compassion for the elderly population.

9. Sound knowledge of personnel administration.

10. Advanced training in healthcare facility administration through workshops and institutes.

11. Knowledge of nursing and medical practices and procedures, and laws pertaining to health facility operation.

12. Ability to keep abreast of changes in the health care field.

13. Ability to deal with and supervise professional and non-professional personnel.

14. Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists.

15. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

16. Ability to make independent decisions.

17. Knowledge of local economic conditions and ability to adjust cost of operation to meet community ability to pay for services.

18. Supervise and evaluate the work of all subordinate staff; effectively recommend personnel actions related to selection, disciplinary procedures, performance, leaves of absence, grievances, work schedules and assignment and administer personnel policies and procedures.

19. Direct, promote and evaluate all department standards, philosophy, goals, objectives and policies to assure optimum level of wellness for residents; assure compliance with regulatory agencies.

20. Create and maintain a working climate conducive to recruitment of qualified staff, job satisfaction and employee retention; establish plan for career growth and development of all department personnel.

21. Establish and maintain an organizational structure and professional model of practice that maintains effective communication, assure resident access to services, adhere to practice standards, and clearly define responsibility and accountability.

22. Promote continuous quality improvement and professional empowerment.

23. Provide a leadership role for inter- and intra-departmental planning to achieve facility integration of quality improvement.

24. Responsible for facility payroll records and other accounting/financial matters or appropriate delegation.

25. Responsible for maintaining/reviewing all cost reports for income versus expenditures and balances remaining according to all applicable rules/regulations of state and federal laws.

26. Encourage and promote relationships with outside resources/organizations to meet resident and community needs.

27. Participate in continuing education to maintain credentials and increase expertise and knowledge in professional health care administration.

28. Responsible for the selection and direction of personnel to provide services to and for the residents of the facility.

29. Responsible for maintaining a staffing pattern in all departments to meet the needs of the residents and the facility.

30. Responsible for communicating with family members regarding the condition and progress of the resident, including in-person and telephone discussions where appropriate.

31. Responsible for overseeing authorizations of overtime, disciplining and terminating of employees by department heads and supervisors.

32. Responsible for employment evaluations, discipline and terminations of all department heads.

33. Provide counseling and assistance when necessary on employee performance improvement issues.

34. Regularly organize, plan and lead department head meetings.

35. Develop, revise, distribute and enforce all facility policies.

36. Responsible for meeting all submission timelines of reports/records/documentation as required by internal policies, state and federal rules, regulations and laws for health care facilities.

37. Responsible for strategic and long-term planning for facility maintenance and growth.

38. Establish, revise and explain policies pertaining to total resident care, personnel, medical staff, financial status, public relations, maintenance of building and grounds, under broad directives from Board of Directors.

39. Review compliance of institution with national, state and local standards and laws.

40. Select competent personnel to supervise activities of major departments.

41. Conduct in-service and supervisory training meetings.

42. Assist personnel in establishing home-like atmosphere for residents.

43. Maintain liaison with community hospitals and other health facilities in the community and coordinate with their services through working and transfer agreements.

44. Represent institution in dealings with outside agencies, including governmental and third party payers, or delegates appropriate facility representatives.

45. Review physical condition of health center.

46. Direct repairs and new construction programs, within the financial capabilities of institution.

47. Authorize purchases of major equipment and supplies.

48. Responsible for providing full and accurate reports and information to the Board of Directors or other governing entity.

49. Other Duties: (Fill in)

50. Other duties as assigned.

# PHYSICAL ACTIVITY REQUIREMENTS AND ENVIRONMENT

**Lifting Requirements:** The Administrator may be called upon to lift equipment or supplies weighing up to 30 lbs. The Administrator will occasionally be required to carry objects including charts and equipment up to 15 lbs. Push/pull requirements of 40 lbs. are common.

**Carrying Requirements:** The Administrator may occasionally be called upon to carry equipment up to 30 lbs. Carrying equipment in excess of 30 lbs. is not required.

**Safety:** Various safety protocols and assistive devices are utilized to perform job functions such as Hoyer lifts and gait belts. The Administrator must be capable of using all such devices efficiently and safely and all such devices must be used pursuant to facility policies. The Administrator must be familiar with and follow all facility safety policies.

**Sight Requirements:** The Administrator is required to have vision corrected to average in order to assess and respond to residents, family members, physicians, co-workers and others. Specific vision abilities required by this job include close vision, peripheral vision and ability to adjust focus.

**Hearing Requirements:** The Administrator is required to have an average range of hearing, as corrected, in order to assess and respond to residents, family members, physicians, co-workers and others.

**Socialization Requirements:** The Administrator is required to work with all other persons in the facility and the ability to get along with others and to socialize with others is essential. In addition, the Administrator is responsible for oversight and direction of staff, as well as meeting and dealing with residents and their families requiring excellent common sense, communication and socialization skills.

**Other Physical Requirements:** While performing the duties of this job, the employee is frequently required to walk and talk or hear. The Administrator is occasionally required to stand and sit; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; and taste or smell.

**Environment:**

* Exposure to the general resident care environment.
* Exposure to resident variables such as inappropriate language or physical behaviors due to compromised mental capacity.
* Exposure to moderate temperature variations.
* Exposure to pharmacological preparations, biologicals, and potential biohazard materials including blood and other bodily fluids and medical sharp objects.
* Exposure to a moderate noise level.
* Exposure to office machinery and chemicals.
* Moderate exposure to cleaning solutions, perfumes, dyes, etc.
* Frequent work interruptions occur.
* Must work well independently and as a team member.
* Must be able to give clear and concise direction to staff and others.
* Must deal with public, personnel and residents under all conditions.
* Frequent travel to and participate in meetings and community health activities.
* Extended or variable hours may be required.

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|  | Nvr0% | Rare1-5 | Seld6-19 | Occas20-33 | Freq34-66 | Cont67-100 |  |  | Nvr0% | Rare1-5 | Seld6 -19 | Occas 20-33 | Freq 34-66 | Cont 67-100 |
| **LIFT** | **PHYSICAL ACTIVITIES** |
| 1 - 10 lbs. |  |  |  |  |  |  | Bend/Stoop |  |  |  | X |  |  |
| 11 - 20  |  |  |  |  |  |  | Twist |  |  |  | X |  |  |
| 21 - 35  |  |  |  |  |  |  | Crouch/Squat |  |  |  | X |  |  |
| 36 - 50 |  |  |  | X |  |  | Kneel |  |  |  | X |  |  |
| **CARRY** | Crawl |  |  |  | X |  |  |
| 1 - 10 lbs. |  |  |  |  |  |  | Walk-Level |  |  |  |  | X |  |
| 11 - 20  |  |  |  |  |  |  | Walk-Uneven |  | X |  |  |  |  |
| 21 - 35  |  |  |  | X |  |  | Climb Stairs |  | X |  |  |  |  |
| 36 - 50 |  |  |  |  |  |  | Climb Ladder | X |  |  |  |  |  |
| **PUSH** | Reach Over Shldr |  | X |  |  |  |  |
| 1 - 10 lbs. |  |  |  | X |  |  | Use Arms |  |  |  | X |  |  |
| 11 - 20  |  |  |  |  |  |  | Use Wrists |  |  |  | X |  |  |
| 21 - 35  |  |  |  |  |  |  | Use Hands |  |  |  | X |  |  |
| 36 - 50  |  |  |  |  |  |  | Grasping |  |  |  | X |  |  |
| **PULL** | Fingering |  |  |  | X |  |  |
| 1 - 10 lbs. |  |  |  | X |  |  | Foot Control | X |  |  |  |  |  |
| 11 - 20  |  |  |  |  |  |  | **ENVIRONMENT** |
| 21 - 35  |  |  |  |  |  |  | Inside |  |  |  |  |  | X |
| 36 - 50 |  |  |  |  |  |  | Outside |  |  |  |  |  |  |
| **HAZARDS** | Heat |  |
| Blood Borne Pathogens [ ]  |  Mechanical  | Cold |  |
| Electrical  Radiant   |  |  Burns  | Dusty |  |
| Explosive  |  |  |  |  Other  | Noisy |  |
|  |  |  |  |  |  |  | Humid |  |