**PROGRAM DIRECTOR**

**Department:** Administration

**Supervisor:** Administrator

**Salary Range:**

**Shift:** Not Applicable

**FLSA Status:** Exempt

# QUALIFICATIONS

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| **EDUCATION & CREDENTIALS:** | Bachelor’s Degree required, preferably in health care administration, nursing, social services, or other related field. Failure to maintain current licensure and certification, if required, in good standing without restrictions will result in termination. May not be a debarred provider. |
| **REGULATORY**  **COMPLIANCE**  **REQUIREMENTS:** | The Program Director 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 Program Director must understand the nature of resident care and resident rights and comply with these requirements at all times.  A Program Director who reasonably believes a dependent adult has suffered dependent adult abuse is required to report suspected abuse to the Administrator within twenty-four (24) hours.  During the course of employment the Program Director 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 Program Director is required to complete annual 12-hour in‑service training programs. 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 program or assisted living program is required. Experience in which administrative and supervisory ability has been demonstrated is preferred, but not required. |

### GENERAL JOB SUMMARY

The Program Director provides supervision and administration of quality nursing care for the program by professionals and general staff. The Program Director must assume the responsibility for the overall operation of the program including budgeting, staffing and administrative and regulatory compliance. Attention to detail and excellent communication skills are required. The Program Director will be knowledgeable of all state and federal laws, rules and regulations applicable to administration of the facilities. The Program Director will establish written policies for the operation of the program 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 program.

# DUTIES AND RESPONSIBILITIES

The Program Director has the overall responsibility for all departments, ensuring compliance with applicable policies, laws and rules relating to the care provided to the residents and administration of the program. The Program Director has the overall responsibility of maintaining control and directing all program financial concerns. All duties are considered essential unless otherwise noted:

1. Responsible for the selection and direction of personnel to provide services to and for the residents of the program.

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

3. Responsible for monthly in-service educational programs for all employees and record maintenance of programs and participants.

4. Responsible for program payroll records and other accounting/financial matters. 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.

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

6. Responsible for overseeing authorizations of overtime, disciplining and terminating of employees by department heads and supervisors. Responsible for employment evaluations of all department heads. Provide counseling and assistance when necessary on employee performance improvement issues.

7. Organize, plan and lead department head meetings.

8. Develop, revise, distribute and enforce all program policies.

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

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

11. Responsible for strategic and long-term planning for program maintenance and growth.

12. Ability to reasonably conform to all rules and policies of the program.

13. Other Duties: (Fill in)

14. Other duties as assigned by Owner/Board of Directors.

**PHYSICAL ACTIVITY REQUIREMENTS AND ENVIRONMENT**

**Lifting Requirements:** The Program Director may be called upon to lift equipment or supplies weighing up to 40 lbs. Push/pull requirements of 40 lbs. are common. Push/pull requirements of 40 lbs. are common.

**Carrying Requirements:** The Program Director will occasionally be required to carry objects including charts and equipment up to 15 lbs. May be occasionally 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 Program Director must be capable of using all such devices efficiently and safely and all such devices must be used pursuant to facility policies. The Program Director must be familiar with and follow all facility safety policies.

**Sight Requirements:** The Program Director is required to have vision corrected to average in order to assess and respond to residents, family members, physicians, co-workers and others.

**Hearing Requirements:** The Program Director 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 Program Director is required to work with all other persons in the program and the ability to get along with others and to socialize with others is essential. In addition, the Program Director 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:** The Program Director will spend a significant amount of time sitting. The Program Director may be called upon occasionally to perform twisting, bending, squatting, kneeling or crouching when assisting with resident care needs.

**Environment:**

* Exposure to 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 office machinery and chemicals.
* Moderate exposure to cleaning solutions, perfumes, dyes, etc.
* Moderate noise levels.
* Very frequent work interruptions.
* Must work well independently and as a team member, with ability to give clear and concise direction to staff and others.
* Extended or variable hours may be required.

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|  | Nvr  0% | Rare  1-5 | Seld  6-19 | Occas  20-33 | Freq  34-66 | Cont  67-100 |  |  | Nvr  0% | Rare  1-5 | Seld  6 -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 |  |  |  |  | x |  | Outside |  |  |  |  |  |  |
| **HAZARDS** | | | | | | | Heat |  | | | | | |
| Blood Borne Pathogens | | | | Mechanical  | | | Cold |  | | | | | |
| Electrical  Radiant  | | | |  | Burns  | | Dusty |  | | | | | |
| Explosive  | |  |  |  | Other  | | Noisy |  | | | | | |
|  |  |  |  |  |  |  | Humid |  | | | | | |