

**DECEMBER 20, 2016**

**TITLE:** Personal Care Administrator

**DEPARTMENT:** Administration

**SUPERVISOR:** Executive Director

**SHIFT:** Varies

Full time 40 hours/week

**LOCATION:** Normandie Ridge

Occasional weekend/holiday

**BRIEF DESCRIPTION:** Responsible for the administration of the Personal Care facility at Normandie Ridge. Leads the planning, developing, organizing, and implementation of procedures and programs for the Personal Care facility in accordance with Federal and State standards, as well as the established policies and procedures of Albright Care Services. Develops programs that help to assure the spiritual, emotional, clinical, recreational, and social needs of individual residents are met, maintained and enhanced. Oversees the Central Supply function.

**PRIMARY RESPONSIBILITIES:**

- Responsible for the selection, orientation, development, evaluation, and discipline of all Personal Care Facility employees. Monitors the personal care staff schedule for compliance and continuity of quality care. Assures that the schedule is posted weekly. Submits payroll to the payroll department in a timely manner; verifies staff time in Kronos timekeeping system.
- Oversees all operations/business affairs of the Personal Care facility such as, records of financial transactions, collection of accounts, and the purchase and issue of supplies. Implements effective control and utilization of the physical and financial resources of the Facility. Keeps the Community Service Administrator informed of all activities of the PC Facility.
- Meets with family and residents to complete all admission requirements. Updates contracts as required for residents who are transferring from one level of care to another.
- Leads Personal Care Resident Association meetings and distributes copies of the meetings minutes to the residents.
- Initiates, interprets, and revises, as necessary, policies and procedures that support the provision of quality care for residents of the Personal Care Facility.
- Reviews and acts upon the reports of authorized inspecting agencies.
- Effectively oversees the Normandie Ridge Central Supply function, including purchasing supplies, coding invoices and maintaining an accurate inventory

**QUALIFICATIONS:**

- Must meet one of the following four requirements:
  - A Registered Nurse licensed from the Department of State.
  - Hold an Associate's degree or completed 60 credit hours from an accredited college or university.
  - A Licensed Practical Nurse licensed from the Department of State and 1 year of work experience in a related field.
  - Licensed as a Nursing Home Administrator from the Department of State.
- Must complete requirements of Pennsylvania Dept. of Public Welfare and be certified as a Personal Care Administrator.
- Must have held subordinate administrative positions in a healthcare facility.
- Ability to lift and carry up to 25 pounds, and push or pull a wheelchair (200 pounds).
- Must have basic computer skills in window based programs.
- Must be able to handle stressful/crisis situations effectively; work a flexible schedule and be available for occasional weekend, holiday and evening/night shift work with little to no notice and be on call 24 hours a day, seven days a week.
- Must possess a valid PA driver's license and be willing to travel as needed.

**PHYSICAL DEMANDS**

- Visual/aural acuity required in performance of duties including preparation and reading of reports and operation of office equip. Aural acuity necessary to communicate with employees, representatives of community and residents of Facility.
- Potential exposure to communicable diseases.
- Sits 50%, walks 30%, and stands 20%.