

**MAY 12, 2017**

**TITLE:** Nursing Home Administrator

**DEPARTMENT:** Administration

**SUPERVISOR:** Executive Director

**SHIFT:** 8:00am – 4:30pm

Full time 40 hours/week

**LOCATION:** RiverWoods

**BRIEF DESCRIPTION:** Responsible for the administration, direction, and coordination of all activities of the Nursing facility. Leads the planning, developing, organizing, and implementation of procedures /programs for the Nursing facility in accordance with Federal/State standards, and established policies/procedures of Albright Care Services. Ensures development of programs that assure the spiritual, emotional, clinical, recreational, and social needs of residents are met, maintained and enhanced.

**PRIMARY RESPONSIBILITIES:**

- Organizes the functions of the Nursing Facility through appropriate departmentalization and delegation of duties.
- Responsible for the selection, employment, development, evaluation and discipline of all nursing center employees.
- Maintains a formal means of accountability through regularly scheduled departmental meetings and periodic evaluations.
- Provides oversight of the quality improvement program; assesses current programs for relevance.
- Spends a minimum of 10 – 15% of time on the nursing units.
- Initiates and interprets policies and procedures that support the provision of quality care for residents of the nursing center.
- Oversees all business affairs of the Nursing Facility such as the records of financial transactions, collection of accounts, and purchase/issue of supplies. Implements effective control/utilization of the physical/financial resources of Nursing Facility.
- Reviews and acts upon the reports of authorized inspecting agencies.
- Serves as a representative of the Nursing Facility in the community, as well as appropriate professional organizations.
- Works with department managers/Executive Director in preparing budgets and efficiently managing the approved budget.
- Maintains compliance of local, state and federal regulatory requirements, reviews and acts upon the reports of those inspecting agencies.
- Assist the ED in relaying the facility's policies and procedures to employees, residents, family members, and visitors.
- Prepare reports for, and attend meetings of the Operations Management Team, Corporate Compliance and the Advisory Committee regarding the total activities of the site.
- Assist the Safety and Quality Assurance committee chairpersons to ensure that the facility meets Safety and Health Department regulations and are operating efficiently and with the support of all staff.
- Effectively evaluates performance of department directors through ongoing communication. Completes counseling and disciplinary action as necessary.

**QUALIFICATIONS:**

- Bachelor's Degree in health related managerial field, or equivalent in education and experience.
- Minimum of five years experience in supervisory capacity. Experience in health care environment preferred.
- Must be NHA licensed by the Commonwealth of Pennsylvania or eligible to sit for the exam.
- Ability to communicate effectively both verbally and in writing with all audiences and to work cooperatively with others. Ability to plan, organize and direct the activities of others. Ability to build consensus among team members

**PHYSICAL DEMANDS:**

- Works under pressure at times. Potential for crisis situations to occur.
- Occasional lifting up to 25 pounds.
- Occasional travel required. Drives an automobile when traveling. Must possess a valid Pennsylvania Drivers' License.
- Sitting 50%, walks 30%, and stands 20%.