

Department: Care Center

Reports To: City Council Care, Center Advisory Board

Primary Objective: Directs the day to day operations of the New Richland Care Center, a 50-bed, Licensed skilled nursing care facility.

NATURE AND SCOPE

The Administrator is directly supervised by the City of New Richland, City Council. The Administrator works in partnership with the New Richland Care Center Advisory Board.

Those employees reporting to this position are the Director of Nursing, Director of Social Services, Business Office Manager, Dietary Manager, Director of Environmental Services, Therapeutic Recreation Director and Human Resource/Scheduling Manager.

The Nursing Home Administrator directs the provision of services to ensure a smooth, high quality and professionally acceptable operation. The incumbent must ensure the care and services provided meet the satisfaction of the residents, their families and physicians, thus minimizing complaints, licensure violations and lawsuit.

The effectiveness of this position can be measured by the number of licensure violations cited by the various regulatory agencies, the number of complaints registered by residents and their families and the residency occupancy rate maintained at the Nursing Home.

MAJOR DUTIES AND RESPONSIBILITIES

The Administrator develops and implements Nursing Home policies and procedures to comply with Federal, state and Local requirements and to fulfill licensure certification standards.

The Administrator maintains written policies and procedures that govern the operation of the facility and reviews them at least annually or as the needs of the facility dictate.

The Administrator interprets the facility's policies and procedures to employees, residents, family members, visitors and government agencies. The incumbent assures that all employees, visitors and the general public follow established policies and procedures.

The Administrator has contact with all Department Heads reporting to this position on a continual basis to discuss policy, procedures and problems; and the Advisory Board and City Council on a monthly basis to fulfill reporting requirements.

The incumbent hires, monitors and directs the activities of several Department Heads reporting to this position in the implementation of these policies and procedures.

The Administrator participates in the facility's personnel process when necessary. This may include but is not limited to assisting department managers with hiring, discipline and terminating employment.

The incumbent assists Department Directors in the planning, conducting, scheduling of in-service training classes, on-the-job training and orientation programs to assure the current policies and procedures are reviewed and updated as necessary.

The Administrator meets with Department Directors on a regularly scheduled basis, and conducts/participates in in-service classes and supervisory level training programs.

The Administrator must develop and ensure conformance with the Nursing Home annual budget. The incumbent investigates revenue sources, including grant writing, re-adjusts and re-directs services to maximize reimbursement and completes all required documentation to this effect. The administrator strives to maintain a high occupancy rate with payor sources to cover annual budget expenses.

The Nursing Home Administrator plans and oversees capital improvements as approved by the Advisory Board and City Council. The incumbent compiles budget projections, revenues and expenses.

The Administrator stays abreast of health care trends in service and financing.

The Administrator represents the facility at, and participates in, management level meetings with the Advisory Board and City Council. The incumbent keeps the Advisory Board and City Council apprised of problems affecting the operation of the facility or quality care for residents.

The Administrator has responsibility for Nursing Home operation with regard to staffing, payroll and benefits administration, in-service education, budget review and analysis and operational expenditure up to \$500.00.

The incumbent researches and makes recommendations to the Advisory Board for personnel policy changes, salary increases, staffing increases, annual budget amendments, resident rate increases, outside contractual services, major capital improvements and grants.

The incumbent attends and participates in various facility committees, confers with Medical Director and other Nursing Home consultants as necessary.

The Administrator serves as the primary liaison for the Nursing Home with residents, their families and the general public.

The incumbent maintains contacts with the state of Minnesota with regard to licensure requirements, complaints, inspections, etc.

The Administrator plans, modifies and maintains the facility's HIPAA Compliance Program as the HIPAA Compliance Officer.

The Administrator is responsible for a fire and safety program to prevent fire and injury to residents, staff, and visitors and to maintain a safe and hazard free environment in the Nursing Home. Program directives must comply with state regulations and state Fire Marshall directives as well.

The Administrator functions in a problem-solving capacity with regard to Nursing Home operations. The incumbent is referred problems not resolvable at the departmental level, employee grievances, etc.

This position continuously analyzes Departmental operations, evaluates the environment and equipment necessary for effective functioning and implements any necessary procedural change.

The incumbent is referred admission decisions of a complex nature, problems with resident's occupancy, waiting list inquiries, etc.

This position makes decisions pertaining to physical plant problems, i.e. equipment replacement, repairs and redecorating.

The Administrator reviews accidents and incidents and makes recommendations for an effective safety program for the residents and employees.

The Administrator reviews resident incidents, resident and family complaints and grievances and ensures written reports of action taken.

The incumbent maintains a good public relations program that serves the best interest of the facility and community alike.

The incumbent attends workshops, seminars and educational sessions to keep updated on changes in the long-term climate and meet annual CEU (Continuing Education Units) requirements for Nursing Home Administrator license.

WORKING CONDITIONS

The incumbent will be working in an office area and throughout all locations of the Nursing Home. Participation in continuing education as well as informational meetings may require some travel outside the facility. This position requires intermittent periods of standing; sitting; walking; and is subject to frequent interruptions. The work schedule is primarily during normal business hours with occasional evening and weekend commitments.

MINIMUM REQUIREMENTS

Minimum requirements necessary to effectively carry out position responsibilities requires the incumbent to be licensed as a Nursing Home Administrator in the state of Minnesota and have experience in administration of a long-term care facility; considerable knowledge of Federal and state licensure requirements for Nursing Home operations, and respect for the principles of resident rights, confidentiality, EEO and ADA.