

POSITION TITLE:	NURSING HOME ADMINISTRATOR
DEPARTMENT:	BEDFORD COUNTY NURSING HOME
DIVISION:	ADMINISTRATION
POSITION NUMBER:	9003
FLSA STATUS / GRADE:	EXEMPT / 137
CLASSIFICATION:	FIRST / MID OFFICERS & MANAGERS
REPORTS TO:	BEDFORD COUNTY ADMINISTRATOR

GENERAL DESCRIPTION OF POSITION:

Oversees all activities of a nursing home in accordance with established policies and federal and state guidelines. Responsible for overall operations, leadership, management, staffing, and success of the facility. Oversees financial management, quality assurance, regulatory management, business development goals and maximization of revenue, family relations, and resident care. Supervision is exercised over all nursing home personnel. Worked is performed under general supervision of the County Administrator with latitude for independent judgment and action.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Ensures adherence to current federal, state, and local regulatory compliance within the facility.
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- Develops, communicates, interprets and administers operating policies and procedures.
- Oversees the activities of professional and non-professional personnel while engaged in resident care; coordinates various departmental efforts.
- Oversees recruitment, hiring, and orientation / training to ensure sufficient number of qualified staff to carryout programs and services.
- Partners with Director of Nursing to ensure staff is prepared for compliance surveys; instructs staff on matters of conduct and disclosure; being interviewed by surveyors; and plans of correction for deficiencies noted by surveyors.
- Establishes financial goals; prepares annual operating budget and monitors expenditures; prepares financial reports.
- Maintains statistical data, prepares and presents reports as necessary. Maintains files and records.
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- Develops and maintains relationships with regulatory and reimbursement agencies.
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- Develops and implements short and long term strategic plans.
- Fosters performance development and communication through the performance management evaluation process; ensures evaluations are completed thoroughly and timely. Initiates corrective action if necessary.
- Takes a proactive approach to addressing building and maintenance needs; procures goods and services by determining specifications, preparing invitation to bids / requests for proposals, soliciting quotes, and evaluating bids; authorizes projects and repairs.
- Implements safety initiatives; promotes accident prevention procedures and safe work practices. Maintains records of incidents.
- Ensures delivery of quality care; responds to inquiries and complaints; resolves conflict among residents, family members, and/or staff.



- Represents facility at community events; promotes programs through various outlets; serves as public relations officer as necessary.
- Accomplishes all tasks as appropriately assigned or requested by management.
- Participates in employee meetings and training as needed.
- Performs special projects as assigned.
- Meets attendance requirements and maintains the highest level of dependability.
- Consistently demonstrates ability to respond to changing situations in a flexible manner in order to meet current needs, and reprioritizes work as necessary.

QUALIFICATIONS:

Education / Experience:

Minimum of a Bachelor's degree in Health Care Administration or Business Administration. Master's preferred. Minimum of five (5) years in a Long Term Care facility as a Licensed Nursing Home Administrator with demonstrated history of working cooperatively and harmoniously with residents, families, physicians, and staff.

Knowledge / Skills and Abilities:

Comprehensive knowledge of the rules and regulations, management, and procedures as related to the operation of a nursing home; thorough knowledge of the practices and techniques of patient care in an institutional setting; thorough knowledge of Medicaid reimbursement systems; general knowledge of foods and special dietary requirements for residents; general knowledge of the principles and practices of business administration; ability to plan and direct the work of subordinates; ability to operate a personal computer using various software applications; ability to communicate complex ideas effectively, orally and in writing; ability to deal effectively with people in difficult situations; ability to establish and maintain effective relationships with associates, residents, officials, regulatory representatives and the general public.

Certifications / Licenses:

Must possess a current Nursing Home Administrator's license valid in the Commonwealth of Virginia.

Must possess a valid Commonwealth of Virginia driver's license, proof of insurance required to drive on county business, and acceptable driving record.

Physical Requirements:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made for individuals with disabilities.

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects: work requires standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word: hearing is



required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

Environmental Factors:

The worker is exposed to inside and outside air temperatures. Worker may be exposed to blood borne pathogens or other infective agents and may be required to wear specialized personal protective equipment.

Special / Additional Requirements:

Subject to a complete criminal history background search and drug screening with acceptable results.

Disclaimer:

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. This is not an employment contract and does not alter any employee at-will status.

Bedford County, VA is an Equal Opportunity Employer.

