



BEDFORD COUNTY EMPLOYMENT OPPORTUNITY

Title	NURSING HOME ADMINISTRATOR
Department	Bedford County Nursing Home
Location	1229 County Farm Road, Bedford, VA
Hours	Varied to meet the needs of the facility
Description	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.
Requirements	<p>Minimum Requirements Include:</p> <ul style="list-style-type: none">• Bachelor's degree in Health Care Administration or Business Administration.• 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.• Current Nursing Home Administrator's license valid in the Commonwealth of Virginia.• Valid Commonwealth of Virginia driver's license, proof of insurance required to drive on county business, and acceptable driving record • Comprehensive knowledge of the operations of a nursing home; knowledge of patient care; knowledge of Medicaid reimbursement systems; knowledge of foods and dietary requirements; knowledge of business administration; ability to plan and direct the work of subordinates; knowledge of 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. <p>Preferred Experience includes:</p> <ul style="list-style-type: none">• Master's degree in Health Care Administration. <p>Bedford County maintains a safe, drug-free workplace for its employees. Drug screening, driving record check, a criminal background check, and previous employer references are required for all positions as conditions of pre-employment.</p> <p><i>EOE / ADA / Minorities / Females / Vets</i></p>
Salary	Negotiable depending on qualifications and experience. Excellent benefits package including Virginia Retirement.
Apply	<p>Please submit a letter of application, detailed resume with salary history and five (5) work related references.</p> <p>Online: http://www.bedfordcountyva.gov/jobs Email: dfields@bedfordcountyva.gov In Person: Bedford County Administration Building, 122 East Main Street, Suite 202, Bedford, VA 24523</p>
Date Posted	July 8, 2019
Deadline	July 31, 2019