

ADMINISTRATOR Job Description

SUPERVISOR: President of Corporation

GENERAL DESCRIPTION:

The Administrator must be capable of organizing the resources and finances available to best meet the needs of the Residents. In accomplishing this, the Administrator must make innumerable decisions about what ought to happen in the facility in which he/she is managing. An Administrator must be able to perform management functions that will enable him/her to make the best decisions. These management functions are:

Forecast: Projects trends and needs which the facility must meet in the future.

Plans: Decides what needs to be done and makes a set of plans to accomplish it.

Organize: Once a plan has been made, decides how to structure a suitable organization to implement the plan, put it into action. This will include the money available for the enterprise, the number of people needed for the staff and the materials with which to build or to work.

Staffs: Attempts to find the right person for each well defined job.

Directs: Provides direction (preliminary training and on-going supervision) to each employee who thereby learns what is expected of him/her.

Evaluates: Judges the extent to which the organization is accomplishing its goals.

Controls: Takes steps to assure that the goals are accomplished and that each job is done as planned.

Innovates: Leads the staff to develop new ideas that enable the facility to enhance its attractiveness in the community served.

ADMINISTRATOR
Job Description
Page 2

Markets: Assures that the facility successfully attracts and admits the persons it seeks to serve.

DUTIES:

1. Operates the facility in accordance with the established policies and procedures of the governing body in compliance with federal, state and local regulations.
2. Prepares written policies regarding duties and activities of facility staff.
3. Defines standard operating procedures for Physician practices.
4. Act as liaison to the governing body for the medical, nursing, and other professional staffs and facility departments.
5. Prepare all reports required by management.
6. Supervise all department supervisors and administrative staff.
7. Supervise the recruitment, employment, performance, evaluation, promotion, and discharge of all staff.
8. Assume responsibility with department supervisors of ensuring adequate staffing.
9. Responsible for all financial transactions.
10. Supervise the confidentiality and safe storage of current and closed resident records, personnel records, and physical plant records with regulatory requirements.
11. Ensure that all necessary supplies are purchased and available.

ADMINISTRATOR
Job Description
Page 3

12. Participate in the scheduling, planning and procuring of materials and information for staff meetings and in-service educational programs.
13. Develop relationships with community agencies providing services of benefit to the facility.
14. Help develop one-to-one relationships with residents and families.
15. Arrange with appropriate state and legal agencies for the guardianship of those residents in need.
16. Assume responsibility for notifying appropriate state and local agencies of the transfer, temporary or permanent discharge, or death of any resident receiving Medicaid funds.
17. Inform appropriate agencies of changes in facility personnel, as required.
18. Serve as an active member of all committees, where applicable.
19. Arbitrate complaints and disputes concerning residents, families, or personnel.
20. Assume responsibility for reviewing and evaluating all recommendations of the facilities committees and consultants.
21. Assume responsibility for ensuring that equipment is in operating order.
22. Interpret all federal, state and local regulations for the facility staff.
23. Establish systems to ensure compliance with all federal, state and local regulations.

ADMINISTRATOR
Job Description
Page 4

24. Act as a liaison between the facility and all resident advocacy agencies.
25. Act as a liaison between the facility and all fiscal intermediaries.
26. Observe and follow all policies and procedures in the Administrator's Manual.
27. Observe all facility infection control policies and procedures.
28. Observe all facility safety policies and procedures.
29. Observe all facility policies and procedures relating to Resident's Rights.

QUALIFICATIONS:

Must be in good physical health, free of communicable disease, and must obtain a physical every four years and a T.B. test yearly in accordance with the Iowa State Department of Health Rules and Personnel Policy Manual.

Must have a Long Term Care Administrator's License.

This is not a summarization of the position of Administrator and is not meant to be perceived as an all-inclusive description of any heading or sub-heading herein included. When there is a question or need for clarification on any task or function, it is the responsibility of the individual holding the position of Administrator to seek counsel/guidance from his/her Supervisor.