

Christian Health Care Center

Mission: *Providing skilled health care services with compassion and love in Christ's name*

JOB DESCRIPTION

TITLE: Administrator
REPORTS TO: Executive Director
SUPERVISES: Management Team and Chaplain
FLSA STATUS: Exempt, Salary

JOB SUMMARY: Reporting to the Executive Director, this position is responsible for the management and oversight of facility operations and department managers, focusing on the ongoing operations of CHCC services, maximizing reimbursement opportunities, and providing quality resident care.

ESSENTIAL JOB FUNCTIONS:

1. Provides for the overall leadership and management of the facility, working alongside each department to promote a team approach and maintain the highest quality resident care.
2. Supervises assigned staff, including selection, orientation, training, coaching, discipline, and timely performance reviews.
3. Ensures facility's financial performance is within established budget, while leading, developing, and implementing the CHCC program to ensure delivery and quality care to the residents.
4. Ensures compliance with all state and federal regulations; interfaces with state survey team for issues related to assigned departments to ensure a successful survey.
5. Ensures the delivery of the highest level of health services and quality of care that is responsive to resident needs.
6. Provides strategic planning related to CHCC operations.
7. Interfaces with governmental authorities in a professional, non-confrontational manner during survey, complaint investigations or audits.
8. Provides a presence to, communicates with and supports residents and their family members.
9. Works in conjunction with the Executive Director to oversee compliance, training and utilization of all clinical software.
10. Manages the reimbursement process to maximize financial viability
11. Establishes and monitors Quality Indicator goals.
12. Develops, Implements and updates various facility policies and procedures in compliance with all state and federal regulations and guidelines.
13. Organizes and oversees Quality Assurance committee.
14. Oversees facility management and building operations.
15. Provides oversight and review of medical needs assessment of prospective residents for appropriate admission to the facility.
16. Explores opportunities for grants, completes grant proposals, secures and monitors grants.

OTHER JOB FUNCTIONS:

17. Assists in the support of company-sponsored events, activities, and functions.
18. Participates in community and professional activities to maintain and strengthen own professional competency and connections with the community.
19. Performs special projects as assigned that may include extensive research, public contact, and report writing.

WORKING CONDITIONS AND EQUIPMENT USED:

Work is performed in a fast-paced patient/resident environment with frequent interruptions. Incumbent must be team-oriented and work collaboratively with staff, demonstrating excellent communication skills. Incumbent must be able to effectively utilize computers and various software, computer printers, photocopier, telephone system (multiple line), and fax. Travel outside local area may be needed to attend seminars or conferences. Incumbent is expected to be flexible to respond to 24-hour emergency needs.

QUALIFICATIONS:

Knowledge of:

- State and federal regulations pertaining to long-term care.
- Standard practices and procedures used in providing nursing services.
- Demonstrated working knowledge with case mix, RUG scores, and budget management.
- Demonstrated working knowledge of managing and coordinating the MDS process.

Skill and ability to:

- Demonstrated success in leadership, staff retention, budget management and regulatory compliance.
- Excellent verbal and written communication skills, ability to explain policies and procedures and persuade staff compliance.
- Strong leadership skills; ability to motivate and lead staff in providing top quality resident care.
- Strong management skills, including problem solving skills, decision making abilities; and coaching skills.
- Maintain high standards despite various deadlines and pressures.
- Strong organizational skills and attention to detail.
- Establish and maintain constructive relationships with other department managers and nursing staff.
- Proficient with various software (Microsoft Word, Excel, and Outlook).

Education and Experience:

- Currently licensed in Washington State as an Administrator.
- BA in Business Administration, Nursing, or health-related field required.
- MA preferred.
- Five or more years successful management experience in long term health care required.

License:

- Valid Washington State driver's license at time of hire in order to operate vehicles.

GENERAL PHYSICAL/MENTAL REQUIREMENTS:

Requires ability to move throughout the facility on a consistent basis. Must be able to push and maneuver a wheelchair throughout the facility. Position requires hand manipulative skills for word processing and writing. Must be able to hear verbal conversations over the phone and in-person with background noise. Must have visual ability to consistently identify objects and persons at a distance, assess resident skin conditions, and read fine print on medical records and forms. Ability to speak clearly and make self understood in a one-on-one basis with clinic residents and in a variety of formal and informal group settings.

Anita Tallman, Executive Director

Date

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.