**TITLE: Administrator (Nursing Home)**

**LAST REVISED: May 1, 2015**

**REPORTS TO: Senior Vice President for Operations**

**METHOD OF PAY: Salary**

**PURPOSE OF POSITION:**

The primary function of the facility administrator is to oversee all activities of the nursing home in accordance with established policies and federal and state guidelines. Holds responsibility for strategic planning and profitability and is accountable for all operations and programs. Administers, directs and coordinates the business. Recommends and leads changes to improve the nursing home. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others.

**ROLE AND RESPONSIBILTY:**

* Plan, develop, organize, implement, evaluate, and direct the facility's programs and activities.
* Develop and maintain written policies and procedures that govern the operation of the facility.
* Assist department directors in the development and use of departmental policies and procedures, and establish a rapport in and among departments so that each can realize the importance of teamwork.
* Review the facility's policies and procedures periodically, at least annually, and make changes as necessary to assure continued compliance with current regulations (e.g., ADA, ergonomics, air quality, etc.).
* Interpret the facility's policies and procedures to employees, residents, family members, visitors, government agencies, etc., as necessary.
* Ensure that public information (policy manuals, etc.) describing the services provided in the facility is accurate and fully descriptive.
* Ensure that all employees, residents, visitors, and the general public follow established policies and procedures.
* Assume the administrative authority, responsibility and accountability of directing the activities and programs of the facility.
* Represent the facility at and participate in top-level meetings.
* Represent the facility in dealings with outside agencies, including governmental agencies and third party payers, or provide an authorized representative of the facility when unable to attend such meetings.
* Make written and oral reports/recommendations to the governing board concerning the operation of the facility.
* Assist the Infection Control Coordinator, and/or Committee, in identifying, evaluating, and classifying routine and job-related functions to ensure that tasks involving potential exposure to blood/body fluids are properly identified and recorded.
* Make routine inspections of the facility to assure that established policies and procedures are being implemented and followed.
* Participate in facility surveys (inspections) made by authorized government agencies.
* Review and develop a plan of correction for deficiencies noted during survey inspections and provide a written copy of such plan to the governing board and ombudsman representative as required.
* Maintain an adequate liaison with families and residents.
* Maintain a good public relations program that serves the best interest of the facility and community alike.
* Delegate a responsible staff member to act in your behalf when you are absent from the facility.

**EXPERIENCE:**

1. Must have, as a minimum, 5 year(s) experience in long term care facility or a supervisory capacity in a hospital with focus on rehabilitation.
2. 7-10 years’ experience preferred in long term facility with skilled beds.
3. Must possess a current, unencumbered Nursing Home Administrator's license (Georgia) or meet the licensure requirements of this State.
4. A history of successful surveys and customer satisfaction is preferred!

**EDUCATION:**

1. A Bachelor's Degree is required preferably in Public Health Administration or Business Administration, or a health related degree.
2. A Master’s Degree is preferred.