

MIAMI CEREBRAL PALSY RESIDENTIAL SERVICES, INC.  
Job Description & Employee Performance Evaluation

Name: \_\_\_\_\_

Original Date of Hire: \_\_\_\_\_  
Month/Day/Year

Title: ADMINISTRATOR  
Classification: Salaried/Exempt Administrative/Executive/Professional

Annual Anniversary Date: \_\_\_\_\_  
Month/Day/Year

Reports to Check One: Executive Director of Operations (EDO)

Directly Supervises: Qualified Intellectual Disability Professional (QIDP), Residential Services Coordinators (RSC), Housekeeper, Administrative Assistant, Dietary (Lead Cook & Cook), Disinfectant Technician/House Keeper

**PURPOSES OF THIS PERFORMANCE EVALUATION:**

To take a personal inventory, to pin-point weaknesses and strengths and to outline and agree upon a practical improvement program, if applicable. On an annual basis, performance evaluations will provide a history of development and progress.

Due to the key role the administrator position within the assigned facility, agency, & organization as a whole, the Administrator is expected to provide a more in-depth analysis on their self-evaluation, more so than would generally be expected of other employees within the company. The Executive Director of Operations (EDO) will conduct analysis of the self-evaluation to determine the Administrators ability to identify accomplishments, weakness, strengths, and goal setting capabilities. Overall leadership abilities, interpersonal skills, engagement within the agency, ability to connect the dots, collaboration, ability to team build and motivate, ability to communicate effectively, negotiate and problem solve in an eloquent and professional manner, ability to look at the immediate needs of the agency, as well as have strong visionary goal orientation, ability to address the needs of the facility in all general areas, as opposed to having only strengths in specific areas, while neglecting other areas, ability to show continued growth in personal skills and facility growth, from one year to the next, ability to show a strong sense of urgency on important issues impacting the financial stability, liability, credibility, integrity, & reputation of the facility/agency/organization or any one individual, advocacy, & timeliness & quality of services provided to the individuals served, will be weighted heavily at this level.

**Overall summary:** The Administrator position includes but is not limited to; supervising facility staff, providing work schedules, managing the finances of the facility, familiarity with current regulations and health-care laws as they pertain to the facility and agency, and imparting this knowledge to others; meeting with and updating the Executive Director of Operations, as applicable, act as the public figurehead for the facility, development and implementation of sound management strategies, evaluating and improving current strategies, meeting with department heads and staff, effectively communicating policy to staff, evaluate quality of facility staff work, supervise staff, solve problems, and make critical decisions quickly.

The success of the Administrator will depend on your ability to get along with people. You will have regular contact with the people supported and their family/guardian, community members, physician, nurses, vendors, and organizational staff.

**INSTRUCTIONS:**

- 1) In conjunction with the Administrator Performance Evaluation Competency Guide, State Operation Manual-appendix J for ICF/IID, 59A FL ICF Statues, and the Florida Medicaid ICF/IID Coverage and Limitation Handbook; the employee will use this form for self-evaluation (you will be describing yourself). **Please use a "√" mark on each rating scale over the descriptive phrase which most nearly describes you.** You may "√" more than one rating scale if appropriate to show range in description of yourself.
- 2) **Supervisors will place an "X" mark on each rating scale, over the descriptive phrase which most nearly describes the person being rated.** You may "X" more than one rating scale, if appropriate, to show a range in descriptions of the employee.
- 3) **Performance Level Scale** - I=Introductory P=Practice P=Proficient A=Advanced NA=Not Applicable. Refer to page 5 for definitions.
- 4) Carefully evaluate each of the qualities separately and use "Comments" as a means of clarification.
- 5) Two common mistakes for supervisors in rating are: (1) A tendency to rate nearly everyone as "average" on every trait instead of being more analytical in judgment. The rater should use the ends of the scale as well as the middle, and (2) the "Halo Effect", i.e., a tendency to rate the same individual "excellent" on every trait or "poor" on every trait based on the overall picture one has of the person being rated. However, each person has strong points and weak points, and these should be indicated on the rating scale.
- 6) Options: Supervisor and employee may complete evaluation together or separately and then compare ratings.

**I. OVERALL EVALUATION OF INTERPERSONAL SKILLS AND ABILITIES:**

Listed below are a number of Interpersonal skills & abilities that MCPRS feels are important for success:

**A) INTERPERSONAL SKILLS** is the polite attention, positive manner and compassion shown towards individuals we serve, families, other employees and the people you may supervise.

Discourteous and or impolite.	Occasionally appears impolite or lacking interpersonal skills.	Generally courteous and polite.	Frequently demonstrates positive interactions.	Always courteous and enthusiastic; excellent at establishing rapport in a positive & appropriate manner.
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Comments: \_\_\_\_\_

**B) PERSONALITY** is how an individual acts & his/her personal suitability for the job.

Personality traits are unsatisfactory for this job.	Personality traits are questionable for this job.	Personality traits are satisfactory for this job.	Very desirable personality for this job.	Outstanding personality.
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Comments: \_\_\_\_\_

**C) PERSONAL APPEARANCE** is the impression an individual's appearance makes on others (i.e. cleanliness, grooming, neatness and appropriateness of dress on the job).

Very untidy: poor taste in dress.	Sometimes untidy, careless about personal appearance or wears inappropriate clothes.	Generally neat and clean: satisfactory personal appearance.	Careful about personal appearance: is appropriate role model.	Extremely well groomed is an excellent role model.
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Comments: \_\_\_\_\_

**D) COMPOSURE** is the ability to tolerate pressure and to remain calm in crisis situations.

Cannot tolerate pressure. Very nervous.	"blows up" under pressure; is easily irritated.	for crisis; usually remains calm.	pressure; very good tolerance in crisis situations.	effectively; enjoys solving crisis.
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Comments: \_\_\_\_\_

**E) ACCURACY** is the correctness of work duties performed.

Makes frequent errors.	Careless: makes recurrent errors.	Usually accurate: makes only average number of mistakes.	Requires little supervision: is exact and precise most of the time.	Requires absolute minimum of supervision is almost always accurate.
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Comments: \_\_\_\_\_

**F) DEPENDABILITY** is the ability to do required jobs well, with minimum supervision and/or follow up.

Requires close supervision; is unreliable.	Sometimes requires close supervision. Completes with reasonable promptness.	Usually takes care of necessary tasks & is reliable.	Requires little or no supervision; generally is always reliable.	Requires absolute minimum supervision;
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Comments: \_\_\_\_\_

**G) ADAPTABILITY** is the ability to understand instructions, to meet changing conditions and to solve new problem situations.

Requires repeated instruction, directions and explanation.

Requires more than average instructions and explanations.

Grasps instructions with average ability.

Usually quick to understand and learn.

Exceptionally keen, alert and creative.

Comments: \_\_\_\_\_

**H) NEATNESS/SAFETY** is the orderliness and cleanliness in which an individual keeps his/her work area and follows safe work practices.

Disorderly or untidy; creates hazards.

Some tendency to be careless, untidy and/or unsafe.

Ordinarily keeps work area fairly neat and safe.

Quite conscientious about neatness, safety and cleanliness.

Extremely neat, clean, orderly and insures safety of self and others.

Comments: \_\_\_\_\_

**I) CREATIVITY** is the ability to have new ideas, for finding new better ways of doing things and for being imaginative.

Rarely has a new idea.

Occasionally comes up with a new idea.

Has average imagination has reasonable number of new ideas.

Frequently suggests new ways of doing things: is very imaginative.

Continually seeks new & better ways of doing things: is extremely imaginative.

Comments: \_\_\_\_\_

**J) INITIATIVE/MOTIVATION** is your personal commitment to go above and beyond your job duties.

Shows minimal interest or efforts towards job improvement.

Occasionally exhibits interest and efforts towards job improvement.

Generally attempts to improve performance.

Frequently performs above expectations.

Extremely dedicated to perform above expectations consistently.

Comments: \_\_\_\_\_

**K) JOB KNOWLEDGE** is information about work duties that an individual should know to meet job demands.

Poorly informed about work duties.

Lacks knowledge of some phases of work.

Moderately informed: can answer most common questions.

Understands all phases of job.

Has complete mastery of all phases of job.

Comments: \_\_\_\_\_

**L) LISTENING** is the ability to tune in on what a speaker is saying.

Frequently interrupts speakers, dominating the conversation.

Occasionally talks excessively, allowing others minimal input.

Usually gives the speaker time to express ideas.

Encourages the speaker with eye contact & an attentive attitude: very patient.

Outstanding skills in developing rapport, obtaining information, suspending judgment & realizing valuable ideas.

Comments: \_\_\_\_\_

**M) COMMUNICATION** is the ability to give and receive information accurately.

Frequently secretive & evasive; does not initiate positive communication.

Frequent misunderstandings, resulting in communication breakdowns.

Gives & receives information satisfactorily.

Readily exchanges ideas & information; promotes accurate info transmission most of the time.

Effectively expresses & receives ideas promoting acceptance & action; consistently communicates ideas in a pro-active manner.

Comments: \_\_\_\_\_

N) **TEAM BUILDING** is the willingness to work with others, to make group decisions, to promote cooperation and group togetherness.

Often acts alone; does not encourage in a team process/ideals .

Occasionally acts territorial manner preventing group cohesiveness.

Generally promotes group processes by seeking out all appropriate team members.

Willing and able to work with others to promote positive organizational growth.

Continuously supports and assists in team process/ideals.

Comments: \_\_\_\_\_

O) **JUDGEMENT** is the ability to make safe, sound and thought out decisions in a responsible manner.

Makes harsh or rash judgments of people or situations .

Attempts to analyze situations & makes fair judgments.

Generally patient and fair in making decisions.

Strives hard to be fair, flexible and understanding in making decisions.

Issues judgments/decisions by analyzing situations fairly, thoroughly and responsibly.

Comments: \_\_\_\_\_

P) **TIME MANAGEMENT** is the ability to use available work time effectively, in order to complete tasks/assignments on schedule

Consistently does not complete work on time.

Inconsistently completed work on time.

Generally, completes work in an efficient & timely manner.

Effectively prioritizes & completes work in a timely basis.

Outstanding time management.

Comments: \_\_\_\_\_

**II. SPECIFIC DUTIES & RESPONSIBILITIES**

**\*\*Key:** A = Always O = Often  
 S = Sometimes R = Rarely  
 NB = No Basis for Comment

Job Title: ADMINISTRATOR  
 Supervisor: Executive Director of Operation  
 Facility: \_\_\_\_\_

Classification: Salaried/Exempt Administrative/Executive/Professional

Goals for  
Next Yr.

**ADMINISTRATOR/ LEADERSHIP/SUPERVISOR'S DUTIES & RESPONSIBILITIES**

		Was it Accomplished ?		How was It Accomplished?				
		Yes	No	A	O	S	R	NB
	1. Act as a role model (what & how you do things). Educates and coaches collaboration.							
	2. Respectful of others by not abusing power or authority.							
	3. Maintain strict confidentiality and encourage others to do so.							
	4. Impacts and develops change in a positive manner.							
	5. Delegates and monitors tasks and responsibilities in a reasonable manner.							
	6. Implement policies, procedures, rules and regulations in a fair and consistent manner but recognize the uniqueness of situations.							
	7. Plans and set goals for self and others. Does not sacrifice long-term goals for short-term fixes when faced with a crisis. Recognizes that short-term fixes sabotage collaboration and aligns facility goals with agency goals, as applicable.							
	8. Utilizes motivational techniques. Rewards collaborative behavior.							
	9. Monitors quality of service of the departments responsible for supervisory.							
	10. Creates and develops opportunities for success and recognize the success.							
	11. Written communication is clear, well written and logical.							
	12. Keeps people informed using various effective means of communication.							
	13. Plans and leads effective meetings.							
	14. Uses effective problem-solving technique, and supports and encourages collaboration.							
	15. Addresses personnel related problems calmly and by not taking things personally.							
	16. Utilizes progressive disciplinary action.							
	17. Maintain effective supervisor's notebook and/or materials.							
	18. Supervises and directs departmental employees.							
	19. Hires, fires and takes disciplinary action of department employees as needs dictate.							
	20. Ensures staff are assigned duties commensurate with their experience, training, and knowledge.							
	21. Performance evaluations are completed utilizing performance logs, Merit & Counseling Statements. Comparison is made to previous evaluations. Solicits input from peers & people served and completes, and submits prior to employee anniversary due date.							
	22. Initiates and implements activities to retain staff and achieve designated retention goals. Ensures that collaborative talents are recruited and nurtured.							

Overall Leadership Evaluation: The ability to influence, instruct, train, supervise and motivate staff to make decisions and orchestrate in order to achieve goals and objectives.

Definitely unsatisfactory.      Making progress.      Doing an average job.      Above average      Excellent      Outstanding

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**SPECIFIC DUTIES & RESPONSIBILITIES**

Regulations	Goals for Next Yr.	SPECIFIC DUTIES & RESPONSIBILITIES	Was it Accomplished?		How was It Accomplished?					
			Yes	No	A	O	S	R	NB	
W106 59A-26.004		<b>1. Responsible for providing Operation oversight:</b> Responsible for ensuring facilities compliance with all applicable Federal, State (59A, Chapter 400, Part VIII, Chapter 408, Part II, Chapter 409, F.S. and Chapter 59G-4, F.A.C.) & local laws, regulations, codes & internal policies pertaining to:								
W107		a. Health								
W108		b. Safety								
W109		c. Sanitation								
		d. Active Treatment								
		e. Acts as lead facilitator during survey process, in collaboration with the QIDP, coordinates & attends to survey needs of inspectors, by ensuring surveyor's requests for information & materials are met & by accompanying surveyors throughout the process as needs dictate.								
		f. Initiates, completes and is ultimately responsible for the facility plan of correction on any deficiencies to include compliance within time limits established.								
W104		<b>2. Exercises general policy, &amp; operating direction over the facility to include:</b>								
		a. Develops, monitors & revises, as necessary policies & operating directions which ensure the necessary staffing, training, equipment & environment to provide persons supported with active treatment, health & safety & communicates applicable information to the EDO and collaborates with the administrative committee team.								
		b. Responsible for areas such as, safety, sanitation, maintenance & repair & proper utilization & management of staff, especially when problems in these areas exist at the facility.								
		c. Adequately directs the staff activities ensuring staff are properly trained & deployed/assigned to their duties.								
59A.26.005		<b>3. Fiscal Standards</b> <b>Exercises general budgetary direction over the facility. (Responsible for the facility budget as follows):</b>								
		a. Prepares budget information specifically to annual budget planning for up-coming year.								
		b. Monitors & manages facility budget in a responsible manner e.g. stays within financial constraints, is able to justify overages, makes adjustments corrections as necessary to offset expenses when needed, intervenes with facility departments as necessary, etc., keeps EDO informed of problem areas or potential problem areas to include plan for addressing problems, avoiding potential problems & addressing special needs.								
		c. Maximizes funding by appropriately & creatively using financial resources when available.								
		d. Initiates & submits budget variances in a timely manner with all supporting documentation, if applicable.								
		e. Approves & maintains assigned fiscal records relative to facility chart of accounts.								
		f. Via Precoro processes & approves purchase requisitions, purchase orders, bills, receipts & invoices according to policy & in a timely manner per established policies and protocols.								

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			Yes	No	A	O	S	R	NB	
		g. Custodian for facility petty cash, logs, check requests, expenditures ensuring proper policy implementation & approvals.								
		<b>4. Facility custodian of all facility property, management &amp; control as follows:</b>								
		a. Maintains current inventory system to include proper identification, tracking, tagging, and documentation.								
		b. Implements annual facility/property inventory/inspections to include condition of items, cost, count, location, etc. & submit to executive director in a timely fashion.								
		c. Ensuring proper maintenance & disposal of property per established policies to include lost or stolen property, reports and communication to EDO.								
		d. Follows proper purchasing & receiving systems.								
		e. Ensures proper use & maintenance of assigned vehicles to include implementation of proper safety practices by facility personnel assigned to driving & transporting.								
		f. Implements effective key control system to include documentation of receivership & relinquishment of keys, periodic key checks of staff assigned to keys & proper maintenance of facility key box. Immediately reports any problems to the MCP corporate administrative office & director of physical plant operations.								
483.420		<b>5. Collaboratively supervises the maintenance technician with the Director of Physical Plant Operations and the Health Care Coordinator with the DON.</b>								
483.420		<b>6. Responsible for maintaining a permanent client census record to include:</b>								
		a. Tracking vacant bed days.								
		b. Ensuring bed capacity is maximized as it relates to funding.								
		c. Forwarding accurate & approved census for billing to accounting for processing in a timely manner.								
483.420(a)		<b>7. Ensures the rights of all persons at the facility by Actively asserting the rights of the people supported &amp; does not wait for rights to be claimed. Requires all facility staff to be actively engaged in activities which result in the pro-active assertion of the individual's rights, e.g. guardianship, advocacy, training programs, use of specially constituted committees, filing of complaints, right to due process &amp; rights as citizens of the United States:</b>								
W123-W125		a. Actively encourages family members, legal guardians or advocates to be involved in the protection of their rights.								
W123 483.420(a)(1)		b. In collaboration with the QIDP and Case Manager, keeps persons supported, parents, or legal guardian informed of their rights & the rules of the facility to include presenting information in a manner which can be understood, e.g. use of printed materials, specialized programs to inform persons who are deaf or blind, use of interpreters, etc.								

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			Yes	No	A	O	S	R	NB	
		c. Places emphasis on outcome-oriented services for the facility as a whole that fosters individual outcomes for the people supported, freedom of choice, respecting persons & family desires.								
W127 W148- W157		d. Protects persons supported from being subjected to verbal, sexual, psychological abuse or punishment to include conducting appropriate and thorough investigations, enforcing policies, timely follow-up of unusual incidents/reports, working closely & cooperatively with outside investigative authorities & communicating with the EDO and parents/guardians on applicable matters. Reports abuse, suspected abuse to other officials in accordance with policies & State laws within 24 hours or applicable time frames & takes corrective action and follows policies.								
W124		e. Takes an effective lead in ensuring each person, parent or legal guardian, is informed of the person medical condition, developmental, & behavioral status, attendant risks of treatment, & of the right to refuse treatment while making every effort to assist the person, parent, or legal guardian understand & cooperate in the legitimate exercise of the ISP if no alternatives exist & the effect refusal may have on the persons themselves, others and/or the facility.								
W126		f. Allow the people supported to manage their financial affairs & ensure they are taught to do so to the extent of their capabilities, review and provide CTF statements for money arrangement and training.								
W128		g. Ensure that persons supported are free from unnecessary drugs, physical restraints & are provided active treatment to reduce dependency on drugs & physical restraints and are informed of their rights.								
W125 W129 W130 W133-W135		h. Ensures the facility staff provide each person with the opportunity for personal privacy & ensure privacy during treatment & care of personal needs, & ensure opportunity to communicate, associate & meet privately with individuals of their choice, send & receive unopened mail, have access to telephones, are free to move about, etc.								
W136		i. Ensures the facility has a system in place so the people supported have the opportunity to participate in social, religious & community group activities.								
W138		i. Protect & ensure each person have the right to retain & use appropriate personal possessions, clothing, & dress in his or her own clothing each day, monitoring loss, theft, adequate amounts of clothing, display of personal decorative possessions, etc.								
		k. Obtains feedback from the people supported, family members, and guardians in regards to quality of services via satisfaction survey on an annual basis.								
W145-W147		l. Promotes visits at any reasonable hour, & in any area of the facility without prior notice, consistent with the right of the persons supported and others privacy, unless the team determines the visit would not be appropriate, and promote frequent, and informal leaves from the facility for vacations, trips and visits.								
		m. Maintain communication with agency for Persons with Disabilities on person supported related transmittals (i.e. hospitalizations).								
W197 59A-26.008		<b>8. Ensure that each person receives a continuous and aggressive active treatment program by supporting the QIDP in this endeavor.</b>								
W198-W205		a. In collaboration with the Case Manager, QIDP, RSC, HCC and Psychologist, oversees the coordination of all admissions and referrals, transfers and discharge, interdisciplinary team recommendations, acceptance for placement with families/others, as required. Ensures pre-admission information before admission date of person, as required.								

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			Yes	No	A	O	S	R	NB	
483.430 W158-W188 W318, 328, 331, 343-345		<b>9. Ensure the facility has available enough qualified staff, sufficient direct care staff to manage and supervise person supported in accordance with their program plans, as follows:</b>								
		<b>a.</b> Hire & directly supervise the QIDP, RSC, administrative assistant, disinfectant technician/housekeeper, dietary staff, & others as indicated on the table of organization. Share in the supervision of the HCC in collaboration with DON. Ultimately authorize the hiring of all facility personnel & participates in the hiring of other agency personnel, as needs dictate.								
W183-W188		<b>b.</b> Responsible for ensuring sufficient direct care & nursing staff are on duty & awake on a 24 hour basis to take prompt, appropriate action in case of injury, illness, emergency. Ensures minimum ratios in the standards are met at all times when persons are present at the facility.								
W167		<b>c.</b> Responsible for ensuring the facility has enough qualified professional staff to carry out & monitor the various professional interventions.								
W185		<b>d.</b> Ensures the facility has sufficient support staff so that direct care staff are not required to perform support services to the extent that these duties interfere with the exercise of their <b>primary</b> direct care duties & develops & approves back-up plans/coverage when necessary, anticipating & planning needs in advance to ensure smooth operation of the facility.								
		<b>e.</b> Authorizes, monitors, revise & ensures maintenance of current staffing schedules with assigned shifts & breaks for all staff. Closely monitors these duties when delegated & authorizes schedules to ensure compliance with all rules, laws & regulations. Has a system in place to track post, & retain schedules at the facility.								
		<b>f.</b> Maintains & revises table of organizations in a timely fashion to reflect current staffing structure.								
		<b>g.</b> Maintains & revises job descriptions in a timely manner to reflect current duties exercised by staff, in collaboration with the H.R. Department								
		<b>h.</b> Develops, implements & maintains a facility wide personnel vacation calendar that encourages planned vacations, is fairly distributed among employees during peak time of the year, plans for proper back up & staff ratios/coverage, maximizes efficiency & is sensitive to budgetary constraints.								
W158-W186 W318, 328, 331, 343, 344, W461		<b>i.</b> Works closely with the human resources department to ensure compliance of Federal/ICF regulations, Department of Labor Regulations, rules & laws on all the above.								
		<b>j.</b> Responsible for staff person to always be available at least by phone when there are no residents at the facility.								
		<b>k.</b> Annually adequately evaluate the performance of directly supervised staff, act as reviewing officer for all other facility personnel, provides input into the evaluations of personnel not directly supervised, as needs dictate & ensure timely submission of all evaluations to H.R prior to the DOH anniversary.								
		<b>l.</b> Function as facility representative & work closely & cooperatively with the human resources department ensuring appropriate communication of vacancies & personnel concerns occurs & that facility needs are met.								

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			Yes	No	A	O	S	R	NB	
		<b>m.</b> Perform personnel related functions such as enforcing payroll & personnel related policies, acting as reviewing officer & participating as necessary on all facility related personnel matters, sign & ensure completion of reports and filing of all dismissals & disciplinary action for all personnel to include, proper content, documentation & follow through, assure maintenance of personnel records in accordance with regulations, maintain staff working schedules, provide final approval of all new hires, formally approve overtime, altered schedules & various leaves of absence & ensure proper justification/documentation content.								
		<b>n.</b> Schedules relief On-Duty staff on a rotating basis to include administrator serving as Officer on Duty on the weekend, holidays, night shift monitoring & contact with all shifts on a routine basis.								
		<b>o.</b> Perform formal & informal on-going periodic internal audits & quality assurance inspections concerning the delivery & implementation of all services, policies, rules & regulations at the facility.								
		<b>p.</b> UKG and GreenShade Platforms: utilizes time accrual, sick, vacation, attendance, tardiness and overtime report to monitor staff and take quick and timely action(s), as required.								
		<b>q.</b> Follows up with facility staff in utilizing on communication issues of significance (i.e. tardiness, temporary altered schedules, attendance, and any matters requiring clarity and written back up).								
843.480(a) 59A-26.009		<b>10.</b> Responsible for dietary cook personnel and provision of food and meal services. Works closely with the clinical Dietician to this effect with the QIDP (refer to W460-W489).								
483.430(e)(1) 59A26.007(5) (6) (7)		<b>Personnel Standards</b> <b>11. Ultimately accountable for staff training program ensuring the facility provides &amp; meets employee training requirements as follows:</b>								
W189 59A26.007(5), (6), (7)		<b>a.</b> Ensures each employee is provided with initial & continuing training that enables employees to perform duties effectively, efficiently, & competently. This competency based training is completed within designated time frames as per policy & regulations.								
483.430(e)(2) W190-W195 59A26.007(5), (6), (7)		<b>b.</b> Ensures staffs are able to demonstrate the skills & techniques necessary to administer assigned interventions & be able to implement Individual Support Plans & follows up in a timely manner with a corrective plan when problems are detected in conjunction with QIDP, as applicable.								
59A26.007(5), (6), (7)		<b>c.</b> Maintains established systems for training records & notices announcing training. Records are current & processed in a timely manner.								
59A26.007(5), (6), (7)		<b>d.</b> Identifies facility training needs, establishes priorities & communicates such to all applicable parties. Utilizes and monitors THERAP Learning Management System and college of Direct Support Reports to guide training results.								
59A26.007(5), (6), (7)		<b>e.</b> Works closely with facility personnel, centralized personnel, & Learning & Development Specialist on the coordination & implementation of training, training schedules, etc. that will be effective to meet the facility needs & budgetary constraints, as applicable and implements own training at the facility.								
		<b>f.</b> Conducts pre-service training & other training as needs dictate or required.								
483.420(b)(1) (i) 59A- 26.005		<b>12. Person Supported Finance: Maintains established finance system for the people supported, and assures a full and complete accounting of resident personal fund entrusted to the facility.</b>								

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NB = No Basis for comment

**SPECIFIC DUTIES & RESPONSIBILITIES**

Regulations	Goals for Next Yr.	SPECIFIC DUTIES & RESPONSIBILITIES	Was it Accomplished?		How was It Accomplished?					
			Yes	No	A	O	S	R	NB	
483.420(b)(1)(ii)		a. Precludes any commingling of resident funds with facility funds or with the funds of any other person.								
		b. Ultimately accountable for effective processing of petty cash systems in the facility.								
		c. Ensures limits for personal accounts, CTF and burial fund are not exceeded, in collaboration with RSC's and QIDP. Ensures maintenance of Medicaid eligibility, and that all transactions are supported by documentation of all transaction.								
W142		d. Make available financial records on request.								
W144 483.420(c)(2)		<b>13. Answers communications from persons supported, families, friends, staff, supervisor, &amp; outside agencies promptly &amp; appropriately, and retains proof/copies of written communication to parents on file.</b>								
W144		a. Inquiries, requests, follow-up on questions or tasks and grievance within 48 hrs.								
		b. Prompt notification of any significant incidents, changes, an individual's condition including serious illness, accident, death, abuse, hospitalizations, unauthorized absence, etc.								
W340		c. Ensures Case Manager obtains court orders and work closely with the nursing department, QIDP and other interdisciplinary members on the current status and coordination of information and legal issues. As per established per policies and procedures, if applicable.								
W110-W116		<b>14. Responsible for all facility records and HIPPA compliance and safeguarding same.</b>								
		a. Ensures facility significant events are well documented.								
		b. Develops follows established records policies & maintains effective record keeping systems at the facility.								
W112		c. Ensures the facility keeps confidential all information contained in person's records, regardless of the form or storage method of the records at the facility.								
W113		d. Implements policies governing the release of any information including necessary consents and ensures all other staff does the same.								
W114		e. Ensures entries are legible, dated & signed.								
W115		f. Ensures the facility maintains a current legend to explain symbols, abbreviations & initials.								
W116		g. Ensures the QIDP and HCC provides residential living units with appropriate aspects of each persons' records, policies & procedures, rules & regulations & ensures accessibility is readily available and information is current.								
W112		h. Responsible for central records to include: legal documents, individual trust/petty cash, case notes, guardianship, MA/MED/SSA/SSI, utilization control, admission contracts and papers, consents, as per established policies and procedures.								

**III. SPECIFIC DUTIES & RESPONSIBILITIES**

**\*\*Key:** A = Always O = Often  
 S = Sometimes R = Rarely  
 NB = No Basis for comment

Job Title: ADMINISTRATOR

Supervisor: Executive Director of Operations  
 Facility: \_\_\_\_\_  
 Classification: Salaried/Exempt Administrative/Executive/Professional

**SPECIFIC DUTIES & RESPONSIBILITIES**

Regulations	Goals for Next Yr.		Was it Accomplished?		How was It Accomplished?					
			Yes	No	A	O	S	R	N B	
W110-W113		i. As required by policy and procedures, provides oversight and monitors legal documents, client trust, guardianship, MA/MED/SSA/SSI/, admission contracts and consents in conjunction with Case Manager.								
		j. Retain Admission Discharge Register for the facility and ensures the Case Manager initiates and maintains admission and discharge rosters for the facility and that it is kept current and accurate. As per established polices & procedures and Appendix J federal regulations.								
		k. Ensure the Case Manager develops, maintains and distributes to applicable staff current and updated list of parents/guardians for the facility, per polices & procedures								
		l. Oversees the QIDP, RSC, and Case Manager in the maintenance of case notes, contacts with families via visitor log, telephone contact, correspondence, etc. As per established policies & procedures								
		m. Ensures schedule of training/update at facility by the QIDP and Case Manager to include topics such as rights of the people supported, family involvement, individual sensitivity, family sensitivity, confidentiality, abuse/neglect, etc. As per stablished policies and procedures.								
		n. Collaborate with the Case Manager in burial and cremation arrangements, including death certificates. As per established policies and procedures.								
59A.26.015		<b>15. Maintenance and Housekeeping - Responsible for the physical environment and overall appearance, upkeep, promotion &amp; maintenance of a warm, home-like, nurturing, normalized interior and exterior and soothing/stimulating environment, to include the following:</b>								
W407(i) W408		a. Grouping of people supported taking into consideration functional levels, ages, interests, social skills & abilities of all residents. Ensures the health, safety & development of each person, ensures that no individual is endangered, and is in the least restrictive environment and is inclusive of all deficits.								
		b. Ensures personalization of bedrooms by honoring choices, through planned involvement and activities. Coordinating decorating through use of color boards, roommate preference, and educating person supported and family on our regulatory mandates, decorating philosophy (i.e. making choices within perimeters of color board and house theme and paint wall colors used by the facility).								
W418-W421 W452-W458		c. Ultimately responsible for the refurbishment and provision of a clean, comfortable, organized environment to include; mattresses, furniture being in good repair, living spaces, painting, closets, being well used and organized, etc. Promotes maintenance of sanitary & clean conditions throughout the entire facility & all areas, addresses problems, takes corrective action and maintain records of incident related to infections, and physical plant needs. Collaborates with the Director of Physical Plant Operations (DPPO) on same.								
		d. Develops, maintain & ensures implementation of all schedule & work duties related to the housekeeper that adequately meets the facility needs & agencies established environmental services housekeeping policy & procedures. Work closely with DPPO to ensure compliance due to age of facility.								
		e. Ensures a well-manicured, weed free, watered, and mulched, disease free landscaping with proper night lighting and report problems early on to the DPPO for intervention. Ensure trees are trimmed annually to protect from wind/hurricane damage and that burned out exterior light bulbs are replaced immediately.								
W438 59a- 26.016, 59A- 26.020		<b>16. Responsible for the facilities emergency management plan and execution of the plan during declared state of emergency and drills, and Disaster Preparedness.</b>								
W438(1)		a. Assists in the development, revisions & maintenance of the written emergency plan & procedures to meet all potential emergencies.								

**III. SPECIFIC DUTIES & RESPONSIBILITIES**

\*\*Key: A = Always O = Often  
 S = Sometimes R = Rarely

Job Title: ADMINISTRATOR  
 Supervisor: Executive Director of Operations  
 Facility: \_\_\_\_\_  
 Classification: Salaried/Exempt Administrative/Executive/Professional

NB = No Basis for comment

**SPECIFIC DUTIES & RESPONSIBILITIES**

Regulations	Goals for Next Yr.		Was it Accomplished?		How was It Accomplished?					
			Yes	No	A	O	S	R	NB	
W448-W450		<b>b.</b> Effectively implements the plan & trouble shoots as necessary. Investigates all facility problems with evacuation drills, including accidents & works closely with the Director of Physical Plan Operations on these issues, as needs dictate.								
W439-W441		<b>c.</b> Communicates, periodically reviews, makes plan available & provides training to facility staff.								
W442, W443 59A- 26.007(5)		<b>d.</b> Ensures all staff on all shifts is well trained & capable of carrying out fire drills and use of fire protection features and all emergency management training received within 30 days of employment.								
		<b>e.</b> Ensures all fire rating provisions are met e.g. curtains, blinds and all furniture, etc. as per Life Safety Code requirements.								
W117-W120		<b>17. The Administrator assures that outside services meet the standards &amp; qualities &amp; needs of each person supported to include:</b>								
W120		<b>a.</b> School age children receive a free & appropriate school education in the public school setting.								
W120		<b>b.</b> Written agreements with outside program, resource, or service to furnish necessary services including emergency & other health care, e.g. maintains and monitor current contract agreements & ensures they are correctly implemented and that services are well coordinated.								
W421-w423		<b>18. Maximizes facility storage space</b>								
W421-W423		<b>a.</b> Appropriately designates storage space that is in compliance with applicable rules & regulations.								
W421-W423		<b>b.</b> Appropriately designates storage space that is accessible to the people supported at the facility such as closets, bathroom storage to ensure hygiene kits & personal belongings are accessible, ensure proper storage for personal possessions, such as TV's, radios, prosthetic devices, clothing, etc.								
W13, W137		<b>19. Conducts quality assurance monitoring and makes periodic visits to the individual's homes to monitor personal appearance and living environment, giving emphasis to the normalization principle and personal outcomes.</b>								
		<b>20. Conducts facility wide needs assessments to determine strengths &amp; weakness &amp; designs a plan to refine &amp; enhance facility needs.</b>								
		<b>21. Develops facility goals that tie into department needs &amp; overall agency philosophy &amp; goals. Includes personnel in the process.</b>								
483.410(e) W101, W122		<b>22. Responsible for keeping current, addressing &amp; processing all facility related licensure(s), certification(s) &amp; permits, as required by Federal, State and local rules, laws, codes &amp; regulations.</b>								
W437		<b>23. Responsible for the provision of adequate number of clean linen for the facility. Dirty linen &amp; clean linen storage areas are appropriately maintained, designated and used.</b>								
		<b>24. Attend &amp; participate in executive/administrative meetings, pharmaceutical/therapeutic/life safety committee meetings, inter-disciplinary team meetings and others, as deemed necessary.</b>								
		<b>25. Function as a liaison between all management level positions as identified on the table of organization, as well as applicable representative of affiliates, &amp; outside agencies.</b>								

**III. SPECIFIC DUTIES & RESPONSIBILITIES**

**\*\*Key:** A = Always      O = Often  
 S = Sometimes      R = Rarely

Job Title: ADMINISTRATOR

NB = No Basis for comment

Supervisor: Executive Director

Facility: \_\_\_\_\_

Classification: Salaried/Exempt Administrative/Executive/Professional

**SPECIFIC DUTIES & RESPONSIBILITIES**

Regulations	Goals for Next Yr.		Was it Accomplished?		How was It Accomplished?					
			Yes	No	A	O	S	R	NB	
		26. Keeps EDO & all other applicable parties informed of all inspections/outcomes & forwards documentation in a timely manner.								
		27. Responsible for; marketing and recruitment of vacant facility bed(s), related reports and monitors and communicates with the EDO on impacted revenue.								
		28. Communicates with and keeps the EDO informed of significant facility operational and personnel issues, and facility special events via phone, conference calls, individual meetings, reports and facility meeting minutes (i.e. Facility management meetings, town meetings, and other).								
		29. The facility Administrator is responsible for reviewing the Lifelong Learning transportation/arrival time logs and follows up on problems as needed, in a timely manner. Communicates with the RSC's QIDP and LLP Coordinator to resolve issues and problems.								
		30. The facility Administrator is responsible for reviewing and ensuring the facility adheres to medical appointments.								
		31. Monitor Level of Care/utilization - review visits and reports.								
		32. Review and approve all person supported discharge packets/reports.								
		33. Monitor safety and OSHA compliance throughout the facility to ensure a safe living, visiting and working environmental, and prevent worker's compensation related incidents.								
59A-26.002		34. Licensure – Responsible for licensure renewal on bi-annual basis and furnishing copy to the EDO.								
59A-26.006		35. Admission: The admission of a person to an ICF/DD must be under the supervision of the Administrator of the facility and after completion of a written admission assessment that is in effect at all times, redone annually and retained for 5 years.								
		36. Read and be familiar with the Individual Support Plans of the people supported at the facility								
		37. Able to step into the QIDP position in acting status in the event of a vacancy or extended absence of the QIDP.								
		38. Initiates & assumes responsibility for special tasks & projects on behalf of the facility, agency & executive/administrative committee team.								
		39. Ensures safety and well-being of all persons supported and staff, and the overall safety of the facility by monitoring cameras in real time and review video recordings per policy.								
		40. Keep up-to-date on literature & attend workshops, in-services, conferences relating to field & our programs.								
		41. Responsible for being on-call & being responsive to facility needs 24 hours a day, 7 days a week, 365 days a year and develops formal back-up & communication systems when not available. Works a flexible work schedule to ensure the needs of the facility are met & have contact with staff throughout all shifts.								
		42. Perform all other work as required.								

IV. ATTENDANCE-You were absent \_\_\_\_\_days this year.

Comments\_

TARDINESS- # of Lateness's \_\_\_\_\_

V. **OVERALL EVALUATION in comparison with other employees with the same or similar length of service** on this job and/or similar responsibilities/position within the agency. You may "X" several descriptions to indicate range in performance. **(Completed by Supervisor)**

Definitely  
unsatisfactory.

Making progress.

Doing an average  
job.

Above average

Excellent

Outstanding

V. **ACCOMPLISHMENTS/MAJOR STRONG POINTS/AREAS FOR IMPROVEMENT AND GOALS:**

**ACCOMPLISHMENTS THIS PAST YEAR: (to be completed by employee & supervisor)**

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

**MAJOR STRONG POINTS ARE: (to be completed by employee & supervisor)**

1.
2.
3.
4.
5.
6.

**AREAS TO BE IMPROVED UPON: (to be completed by employee & supervisor)**

1.
2.
3.
4.
5.
6.

**VI. OVERALL COMMENTS: (to be completed by employee)**

1.
2.
3.
4.
5.

**VII. COMMENTS RE: STATUS OF LAST YEAR'S GOALS & AREAS TO BE IMPROVED UPON AND SUGGESTIONS TO IMPROVE AGENCY, DEPARTMENT OR SUPERVISOR: (Completed by employee)**

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**VIII. SUGGESTIONS TO IMPROVE AGENCY/DEPARTMENT AND/OR SUPERVISOR: (To be completed by employee)**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**IX. Are you interested in a promotional job opportunity with MCPRS, Inc.?** Yes \_\_\_\_\_ No \_\_\_\_\_  
(To be completed by employee)

If yes, what position? \_\_\_\_\_

**SUPERVISOR'S COMMENTS:** \_\_\_\_\_

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**X. The Base Salary of your position is reviewed annually by MCPRS, INC. We are committed to increasing base salaries if we have available resources.**

Miami Cerebral Palsy's goal is to provide all employees with an annual cost of living increase at the end of each year's employment. The annual increase is based upon available financial resources. (See Status Change Form)

**XI. QUALIFICATIONS: (Education/Experience/Licenses/Personal Characteristics) Classification: Salaried/Exempt Administrative/Executive**

- This is not an entry level position and requires well-seasoned knowledgeable professional in the industry with; sophisticated knowledge of operations, long term care (prefer ICF/IID), Federal and Florida regulations, statues, and the Medicaid program. Additionally, a strong command of budget and fiscal management is necessary.
- Per W106 the Executive Director of Operations, under the authorization of Chief Executive Officer of United Community Options, is required to appoint the Administrator of the facility and the appointment must be in writing.
- Per 59A-26.001 Definition – Administrator - The person who is responsible for overall management of an Intermediate Care Facilities for the Developmentally Disabled (hereinafter referred to as ICF/DD) licensed under this part and certified under 42 CFR 483 Subpart I. The Administrator must meet the following Criteria:

1. Master's degree in Special Education, Intellectual Disabilities, Health, Administration, Administration and Supervision will be given priority consideration, related field may be considered with all other qualifications having been met. Advancement to this senior-level position usually comes with a master's degree and a significant level of accomplishment and several years of experience in an administrative executive and/or professional capacity position.
2. Bachelor's degree in Special Education – Intellectual Disabilities, Health Administration or Human Services related field, or officially meets QIDP degree/qualifications, as identified by the Federal and State regulations (Appendix J and 59A).
3. Previous ICF experience or knowledge. Must be well-versed in Federal and State regulatory requirements.
4. Previous experience as a QIDP with a proven track record highly desirable.
5. Prefer experience in use of Behavior Management Techniques.
6. ACBA/CBA certification a plus.
7. Minimum of three years of experience at the professional level in the field of developmental disabilities.
8. Minimum of five to ten years of experience in an administrative, supervisory or managerial capacity involving a wide span of control with proven ability to be a successful leader.
9. Be able to demonstrate critical thinking skills, can effectively clarify roles and responsibilities; articulate responsibilities of staff and set deadlines. Hold productive meetings with clear objectives and agenda that motivate staff.
10. Must have excellent interpersonal skills & proven ability to be an effective team player. Will need to effectively apply skills to work with a wide multi-cultural, non-professional, para-professional & professional work force. Is able to build a sense of community among employees and build collaboration skills, tap into individual talent – assigning roles that fit each person's strengths and build teams based on what each person can bring to the table. Able to respect staff and give them autonomy to do their jobs.
11. Must be able to work flexible schedule to meet the demands of operating a residential facility seven (7) days a week, 24 hours a day/365 days a year. Must sometimes tolerate unusual work schedules due to around the clock operation, survey, unannounced inspections, emergency management and others. This means that the administrator is called whenever problems arise or unannounced visits by outside agencies occur.
12. Must have self-awareness and excellent & heightened level of oral and written communication skills and collaboration skills.
13. Shared vision and purpose toward agency mission and goals.
14. This position is built on the foundation of trust and effective collaboration, based on the vulnerability of the position and the work. The qualified applicant is able to create an environment where everyone can openly express concerns, fears, and differences of opinion (i.e. be vulnerable) without fear of rejection, aggression, or retaliation. Trust and respect are the bedrock of collaboration and is key to building a commitment to collective goals in this position.
15. Prior formal training on Outcome Base Performance Measures and knowledge of the principles established by the accreditation council on services for people with disabilities or willing to obtain training and study on own time and expense is helpful to this position.

**XII. JOB DESCRIPTION COMMITMENT:**

- A. I have read and am fully aware of all the responsibilities indicated in this position description, and I acknowledge the fact that I will be held accountable for insuring that all duties are carried out as deemed appropriate. The job description reflects the general details considered necessary to describe the principal functions of the job. It shall not be construed as a complete description of all the work requirements that may be inherent to the job.
- B. As an employee of Miami Cerebral Palsy, I understand that I am required to report to work (before, during and/or after) a period of civil unrest or natural disaster in accordance with the agency emergency procedures.
- C. As an employee of Miami Cerebral Palsy, I am aware of and committed to a Drug Free Workplace.
- D. As an employee of Miami Cerebral Palsy, I understand that I am required to comply with all safety and health related policies.

**XIII. SIGNATURES: Sign and Date at review meeting.**

\_\_\_\_\_  
Self-Evaluation Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Annual Evaluation Employee Signature  
(Sign after evaluation meeting with supervisor)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Immediate Supervisor  
Executive Director of Operations

\_\_\_\_\_  
Date

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**Key Definitions** -

- Introductory:** I have little or no knowledge of this skill statement or strategies for implementing them.
- Practice:** I have some knowledge of this skill statement. I understand the importance of the skill statement but do not have an understanding of how to implement them.
- Proficient:** I have good knowledge of this skill statement and I am usually able to use these skills effectively on the job, however, I need additional information/training and support in using this skill in new or unfamiliar situations.
- Advanced:** I have superior knowledge of this skill statement and always use this skill well and can deal with almost any situation effectively.
- Not Applicable:** There is no opportunity in this setting for me to practice or demonstrate competence in these skill areas.