

# **JOB DESCRIPTION**

## **Administrator**

This job description should not be construed to imply that these requirements are the exclusive standards of the position. The Administrator will follow any other instructions and perform any other duties as may be required by their supervisor.

**Department:** Administration

**Reports to:** Executive Director / Regional Operations Director

**Status:** Exempt

### **Description**

The Administrator will establish and maintain systems used to operate the community in a manner to safely meet resident and employee needs in compliance with federal, state, local, and corporate requirements. The Administrator is responsible for the development and implementation of annual budgets, policies and goals in the community. The Administrator will work closely with all members of management to ensure that his or her responsibilities are effectively and consistently satisfied. The Administrator will establish and maintain systems to operate the community in a financially sound manner.

### **Responsibilities**

- Operate the community in accordance with the established policies and procedures of the corporation in compliance with federal, state and local regulations.
- Serve as the Compliance Liaison for the community.
- The Compliance Liaison champions compliance activities for all departments under their supervision and assumes responsibility to:
  - Raise and maintain compliance awareness in community;
  - Lead by example;
  - Understand, identify and address risk areas;
  - Support a proactive approach towards investigation and resolving potential compliance issues;
  - Communicate information on compliance priorities to department supervisors and staff;
  - Provide oversight to ensure corporate compliance training is completed timely during orientation and annually for all staff;
  - Assist in planning and implementation of community specific training sessions as deemed necessary;
  - Assist in development of and provide oversight to ensure effective auditing/monitoring plans are in place;
  - Transparently report issues and collaborate with Corporate Compliance Officer.
- Ensure community compliance with corporate policies and procedures.
- Function as part of an interdisciplinary team to provide quality care to all residents.

- Maintain sensitivity and awareness of the faith-based care provided, keeping constituent and donor opinions in mind when making decisions.
- Ensure building remains in substantial compliance for all state and federal agencies.
- Plan and manage the process of ensuring the building does well in all state and federal surveys.
- Operate community within the established budget guidelines.
- Foster self-respect and a feeling of worth in each resident by consistent kindness, understanding, and patience in their care.
- Ensure quality customer service to the residents, families, staff, and all external customers the department serves.
- Establish relationships with area churches and oversee community fund-raising efforts.
- Act as a lifestyle and steering committee member, and an active member of all other community groups as needed.
- Supervise all department supervisors.
- Develop relationships with community agencies providing services of benefit to the community.
- Assume responsibility for reviewing and evaluating all recommendations of the community's committees and consultants.
- Be actively involved in the outside community and state associations.
- Attend weekly staff meetings and monthly management team meetings.
- Conduct all-staff meetings with all supervisors to plan, coordinate, and implement corporate policies and procedures.
- Conduct interviews, hire supervisor staff, conduct counseling interviews and initiate disciplinary action as necessary.
- Orient new supervisors to their duties according to the corporate guidelines.
- Demonstrate consistent management of staff and resources.
- Organize and maintain all records necessary for corporate, federal, state, and local requirements.
- Consistently work cooperatively with residents, staff, volunteers, and families to ensure residents are receiving the best quality care.
- Attend and participate in continuing education programs designed to keep abreast of changes in the profession.
- Observe all community policies and procedures, including but not limited to safety, infection control, residents' rights, and those contained in the employee handbook.
- Develop safety policies and program with the safety program manager. This program must comply with federal and state regulations and be consistently implemented throughout. The safety program must be closely coordinated with community operations to ensure the elimination of safety hazards and compliance with OSHA regulations.
- Maintain the confidentiality of all protected health information whether electronic, written, or oral exposed to either during the course of assigned duties or as a result of an incidental disclosure.
- Applies the minimum necessary standard in all matters related to residents' protected health information.

## **Position Requirements**

- State-licensed Administrator or eligible for licensure required.
- Bachelor's degree preferred.
- Previous long-term care administrative experience preferred.
- A member in good standing of a church approved by the Christian Horizons Board required.
- Possess the ability to communicate effectively and deal tactfully with personnel, residents, families, visitors, government agencies, and the general public.
- Display leadership qualities, good communication skills, and a desire to continuously learn.
- Pass background check before and during employment, as defined by Christian Horizons' background check policy, with no disqualifications by committing or attempting to commit one or more of the offenses defined within.

### **Physical/Emotional/Mental Demands**

The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **While performing the duties of this job, the employee is required to:**

- Sit frequently, stand and walk occasionally.
- Squat, crouch, bend, kneel, and squat occasionally.
- Push, pull and reach above shoulders frequently.
- Occasionally lift up to 25 lbs. Frequently lift up to 10 lbs.
- Use hands for simple and firm grasping and fine manipulation.
- Occasional exposure to blood/body fluids as required providing resident care.
- Occasional exposure to microbial bacteria and other infectious agents inherent to care of the elderly.

I have read the above job description and understand that this is not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job.

I have had the opportunity to ask questions about this job description, that I did not understand. I am able to complete these job responsibilities with or without reasonable accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these duties.

I understand and accept the responsibilities and position requirements for this position.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_