JOB DESCRIPTION
Magnolia Manor, Inc.

TITLE: Administrator (Nursing Home)

EFFECTIVE: June 1, 2004

REPORTS TO: Senior Vice President for Operations

METHOD OF PAY: Salary

Purpose of Your Job Position

Primary purpose of your job position is to manage operations in accordance with current applicable federal, state, and local standards, guidelines, and regulations, and as directed by the President/CEO and SVP for Operations, to assure that the organization is operating effectively and efficiently.

Delegation of Authority

As the Administrator, you are delegated the administrative authority, responsibility, and accountability necessary for carrying out your assigned duties.

Job Functions

Every effort has been made to identify the essential functions of this position. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is an essential function of the position.
DUTIES AND RESPONSIBILITIES

ADMINISTRATIVE FUNCTIONS

- 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 implementation of performance evaluations.
- 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.
COMMITTEE FUNCTIONS

• Serve on various committees of the facility (i.e., Infection Control, Quality Assurance & Assessment, etc.) and provide written/oral reports of such committee meetings to the governing board as directed or as may become necessary.
• Assist the Quality Assurance and Assessment Committee in developing and implementing appropriate plans of action to correct identified quality deficiencies.
• Evaluate and implement recommendations from the facility's committees as necessary.

PERSONNEL FUNCTIONS

• Assist in the recruitment and selection of competent department directors, supervisors, consultants and other auxiliary personnel.
• Delegate administrative authority, responsibility, and accountability to other staff personnel as deemed necessary to perform their assigned duties.
• Consult with department directors concerning the operation of their departments to assist in eliminating/correcting problem areas, and/or improvement of services.
• Ensure that an adequate number of appropriately trained professional and auxiliary personnel are on duty at all times to meet the needs of the residents.
• Assist in standardizing the methods in which work will be accomplished.
• Review and check competence of work force and make necessary adjustments/corrections as required or that may become necessary.
• Counsel/discipline personnel as requested or as may become necessary.
• Ensure that disciplinary action is administered fairly and without regard to race, color, creed, national origin, age, sex, religion, handicap, or marital status.
• Terminate employment of personnel when necessary, documenting and coordinating such actions with the Director of Human Resources.
• Schedule and participate in departmental meetings.
• Serve as liaison to the governing board, medical staff, and other professional and supervisory staff.
• Maintain an excellent working relationship with the medical profession and other health related facilities and organizations through formal working and transfer agreements.

STAFF DEVELOPMENT

• Assist department directors in the planning, conducting, and scheduling of in-service training classes, on-the-job training and orientation programs to assure that current material and programs are continuously provided.
• Meet with department directors on a regularly scheduled basis, and conduct/participate in in-service classes and supervisory level training programs.
• Attend and participate in workshops, seminars, etc., to keep abreast of current changes in the long-term care field, as well as to maintain a professional status.
• Assist the Director of Nursing Services in developing and revising the Nurses' Aide Training Program and curriculum used by the facility. Submit to appropriate state agency for approval.
• Assist in establishing a clinical practice program for Nurses' Aides in training.
• Ensure that all personnel attend and participate in annual OSHA and CDC in-service training programs for hazard communication, TB management, and bloodborne pathogens standard.
• Create and maintain an atmosphere of warmth, personal interest, and positive emphasis, as well as a calm environment throughout the facility.

SAFETY AND SANITATION

• Ensure that all facility personnel, residents, visitors, etc., follow established safety regulations, to include fire protection/prevention, smoking regulations, infection control, etc.
• Ensure that the building and grounds are maintained in good repair.
• Review accident/incident reports and establish an effective accident prevention program.
• Ensure that all facility personnel follow established regulations governing the use of labels and MSDSs for hazardous chemicals.
• Ensure that facility procedure manuals identify safety precautions and equipment to use when performing tasks that could cause bodily injury.
• Ensure that facility personnel follow established ergonomics policies and procedures (e.g., a back brace and/or a mechanical lifter is used when lifting or moving heavy objects).
• Ensure that all facility personnel performing tasks that involve potential exposure to blood, body fluids, or hazardous chemicals participate in an in-service training program prior to performing such tasks.
• Assist the Assistant VP for Physical Plant and Maintenance Supervisor in developing and implementing waste disposal policies and procedures.
• Ensure that personnel follow established policies governing the use/disposal of personal protective equipment and disposal of infectious wastes.
• Other(s) that may become necessary/appropriate to assure that the facility is maintained in a clean, safe and sanitary manner.

EQUIPMENT AND SUPPLY FUNCTIONS

• Authorize the purchase of major equipment/supplies in accordance with established purchasing policies and procedures.
• Ensure that the facility is maintained in a clean and safe manner for resident comfort and convenience by assuring that necessary equipment and supplies are maintained to perform such duties/services.
• Ensure that adequate supplies and equipment are on hand to meet the day-to-day operational needs of the facility and residents.
BUDGET AND PLANNING FUNCTIONS

• Prepare an annual operating budget for approval by the governing board and allocate the resources to carry out programs and activities of the facility.
• Assist in the establishment and maintenance of an adequate accounting system that reflects the operating cost of the facility.
• Review and interpret monthly financial statements and provide such information to the governing board.
• Ensure that adequate financial records and cost reports are submitted to authorized government agencies as required by current regulations.
• Keep abreast of the economic condition/situation and make adjustments as necessary to assure the continued ability to provide quality care.

RESIDENT RIGHTS

• Maintain confidentiality of all resident information.
• Ensure that the resident's rights to fair and equitable treatment, self-determination, individuality, privacy, property and civil rights, including the right to wage complaints, are well established and maintained at all times.
• Review resident complaints and grievances and make written reports of action taken. Discuss with resident and family as appropriate.
• Assist in establishing, implementing, or maintaining Resident/Group Council.
• Ensure that all personnel strictly follow policies governing a timely notice for resident discharges and room or roommate changes.
• Ensure that resident funds maintained by the facility are managed in accordance with current federal and state regulations and that appropriate accounting records are maintained.

EDUCATIONAL REQUIREMENTS

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

EXPERIENCE

• 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.
• 7-10 years experience preferred in long term facility with skilled beds.
• Must possess a current, unencumbered Nursing Home Administrator's license (Georgia) or meet the licensure requirements of this State.
SPECIFIC REQUIREMENTS

- Must be able to read, write, speak, and understand the English language.
- Must possess the ability to make independent decisions when circumstances warrant such action.
- Must possess the ability to deal tactfully with personnel, residents, family members, visitors, government agencies/personnel and the general public.
- Must have advanced training in hospital or long-term care administration.
- Must be knowledgeable of reimbursement regulations and nursing practices and procedures, as well as laws, regulations, and guidelines pertaining to long-term care administration.
- Must possess the ability to work harmoniously with and supervise other personnel.
- Must possess the ability to plan, organize, develop, implement, and interpret the programs, goals, objectives, policies and procedures, etc., that are necessary for providing quality care and maintaining a sound operation.
- Must be thoroughly familiar with laws, regulations, and guidelines governing personnel administration.
- Must have patience, tact, cheerful disposition and enthusiasm, as well as must be willing to handle residents, staff, and visitors, based on whatever maturity level at which they are currently functioning.
- Must possess the ability to seek out new methods and principles and be willing to incorporate them into existing practices.
- Must be able to maintain good personnel relations and employee morale.
- Must be able to read and interpret financial records, reports, etc.
- Must be knowledgeable of computer systems, system applications, and other office equipment.
- Must be able to communicate policies, procedures, regulations, reports, etc., to personnel, residents, family members, visitors, and government agencies/personnel.
- Must not pose a direct threat to the health or safety of other individuals in the workplace.

PHYSICAL AND SENSORY REQUIREMENTS
(With or Without the Aid of Mechanical Devices)

- Must be able to move intermittently throughout the workday.
- Must be able to cope with the mental and emotional stress of the position.
- Must possess sight/hearing senses or use prosthetics that will enable these senses to function adequately so that the requirements of the position can be fully met.
- Must function independently, have flexibility, personal integrity, and the ability to work effectively with residents, personnel, and support agencies.
- Must meet the general health requirements set forth by the policies of this facility, which include a medical and physical examination.
- Must be able to relate to and work with ill, disabled, elderly, emotionally upset, and at times hostile people within the facility.
- May be necessary to assist in the evacuation of residents during emergency situations.
ACKNOWLEDGMENT

I have read this job description and fully understand the requirements set forth therein. I hereby accept the position of Administrator and agree to perform the identified essential functions in a safe manner and in accordance with the facility's established procedures. I understand that as a result of my employment, I may be exposed to blood, body fluids, infectious diseases, air contaminants (including tobacco smoke), and hazardous chemicals and that the facility will provide to me instructions on how to prevent and control such exposures. I further understand that I may also be exposed to the Hepatitis B Virus and that the facility will make available to me, free of charge, the hepatitis B vaccination.

I understand that my employment is at-will, and thereby understand that my employment may be terminated at-will either by the facility or myself, and that such termination can be made with or without notice.

_________________________________________  ______________________________________
Date                                              Signature – Administrator

_________________________________________  ______________________________________
Date                                              Signature – VP for Operations