Assistant Administrator

Job Description

Reports to: Executive Director

JOB SUMMARY: The Assistant Administrator is responsible to assist the Executive Director in every phase of the daily operation of a facility including the implementation of policies; cooperation and compliance with federal, state, and local agencies; fiscal management; staffing and scheduling; facility upkeep and maintenance; community relations; monitoring to assure resident health and functional care needs are met, supervision of, care giving, environmental services, activities, and resident, employee and guest relations.

PRIMARY RESPONSIBILITIES:

General Management

1. Adhere to and implement operational and administrative policies and procedures.
2. Assist the Executive Director, as directed in monitoring monthly department expenses and complete financial variance reports.
3. Assist the Executive Director, as directed, in managing community petty cash and resident petty cash accounts.
4. Assure resident monthly invoices are accurate, rents and fees are collected, accounts payable is accurately processed, and payroll is submitted correctly.
5. Assist and prepare, as directed, weekly and monthly reports, i.e. KRA, Grievance Log, Worker’s Compensation Reports, etc.
6. Assume on-call responsibilities on a rotational basis.
7. Responsible for implementing periodic Health Services quality assurance audits measures, as directed, and as per company policy.

Resident Care

1. Oversee the safety and well being of the residents in accordance with the company’s philosophy and standards of care.
2. Assist and/or direct the hiring, training, evaluation, corrective action and scheduling of Care Givers and Med Aides/Health Services staff, to ensure adequate, well-trained health services staff are available to meet the needs of the residents.
3. Prepare and/or approve Health Services monthly staffing calendar, to comply with staffing standards and policies.
4. Establish and maintain an open-door policy and a high level of ongoing communication with residents and families and responding to concerns/grievances in a timely manner.
5. Actively participate in resident/family care conference to ensure a high degree of customer satisfaction.
6. Periodically perform evaluations of resident health and functional care needs prior to move in and at periodic intervals of stay.
7. Conduct periodic audits of resident service plans, ADL logs, level of care fees, medication administration program, narcotics log, and caregiver delegation/assignments to assure accuracy and completeness
8. Serve as a liaison between facility, residents and community resources (home care, hospice, MD offices, transportation services, Medicaid case manager, etc.)
Personnel

1. Assure all company hiring procedures are followed and that complete and current employee personnel paperwork is on file.
2. Lead by example, encourage teamwork, promote the company’s mission and values, and provide ongoing coaching to employees.
3. Motivate employees through recognition programs, training, and teambuilding.

Marketing and Public Relations

1. Seek and build positive relationships with the surrounding community, particularly referral resources.
2. Assist and support the education of employees as to their role in marketing and presenting the community (telephone and tour etiquette).

QUALIFICATIONS/SPECIFICATIONS:

1. Genuine concern for and ability to work with the elderly.
2. Knowledge of the requirements for providing care and supervision to the elderly.
3. Ability to train, supervise, lead, and motivate people.
4. Ability to delegate responsibility while maintaining oversight of daily activities and major projects.
5. Intermediate computer skills with knowledge of: Microsoft Office software (Word, Outlook and Excel).
6. Ability to manage and prioritize a large, complex workload.
7. Possess sufficient communication and language (orally and written) skills to perform job duties and communicate with residents, other staff, family members, etc., as needed.
8. Ability to make sound decisions when faced with ambiguous situations and to function effectively despite conflicting information.
9. Ability to perform basic accounting and bookkeeping transactions.
10. Must be able to utilize standard precaution knowledge and infection control measures where required.
11. Ability to work with superiors and within the parameters of corporate policies and procedures.
12. Knowledge of and ability to conform to the applicable law, rules and regulations.

EDUCATION:
Must meet state regulations for licensure or certification and maintain ongoing education requirements as outlined by state/federal guidelines. Must possess a valid State Administrator’s license, in compliance with the State in which performing this position.

EXPERIENCE:
At least two verifiable years in a managerial position providing human services and supervisory/administrative oversight, and at least two years providing residential care to the elderly or equivalent experience as approved by the licensing agency.

PHYSICAL JOB REQUIREMENTS:
In a typical eight hour day, employee will:

- Stand/walk frequently, punctuated by opportunities to sit.
- Sit frequently, up to 1-2 hours at a time, punctuated by varying intervals to stand.

<table>
<thead>
<tr>
<th>Action</th>
<th>Constantly</th>
<th>Frequent</th>
<th>Occasional</th>
<th>Rarely</th>
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</thead>
<tbody>
<tr>
<td>Lift</td>
<td>≤5#</td>
<td>≤10#</td>
<td>≥20#</td>
<td>≥50#</td>
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<tr>
<td>Carry</td>
<td>≤5#</td>
<td>≤10#</td>
<td>≥20#</td>
<td>≥50#</td>
</tr>
<tr>
<td>Push/pull</td>
<td>≤5#</td>
<td>≤10#</td>
<td>≥20#</td>
<td>≥150#  (resident wheelchair)</td>
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</table>
- Occasionally kneel, bend, and reach while filing paperwork for items ≤10#.
- Secure proper assistance for transferring and lifting of residents as needed (training required for this task)
- Vision - must be able to read clearly with or without corrective lenses.
- Hearing - Must be able to hear telephone, audible alarms, bells, and signals related to resident safety, with or without hearing devices.
- Speech/language - must have strong command of the English language sufficient to read and write and interpret medical, contract and administrative information.
- Bloodborne exposure category: Medium

_Ageia Health Services is an equal opportunity employer. This means we do not discriminate in employment decisions on the basis of race, color, national origin, citizenship status, creed, religion, sex, age, marital status, disability, political ideology, veteran status, or any category protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, termination, reduction in force, recall, transfer, leaves of absence, compensation and training. We fully comply with our legal duty to provide reasonable accommodations to allow people with disabilities to apply for and perform their jobs. If you have a disability that would affect your ability to perform the essential functions of this job you must let us know as soon as possible._

_This job description may be changed to include new responsibilities and tasks or change existing ones as Ageia Health Services Management deems necessary._

**EMPLOYEE ACKNOWLEDGEMENT:**
I have read and I understand the job description in full for the position I am applying. I understand that my employment is at will and thereby understand that the company or I can terminate employment, with or without cause or advance notice.

I am able to fulfill the duties, responsibilities, and requirements of this position as outlined above.

__________________________________________________  ___________________
Applicant's/Employee's Signature                      Date