

## **Champaign County Job Description**

**Job Title:** Assistant Nursing Home Administrator

**Department:** Nursing Home

**Reports to:** Nursing Home Administrator

**FLSA Status:** Exempt

**Prepared Date:** June, 2004

### **POSITION PURPOSE**

To assist the Nursing Home Administrator in directing day-to-day functions of a 243-bed facility in accordance with the current Federal, State, County and Local standards that regulate long-term care. To oversee and implement the facility's Quality Assurance, Staff Development and HIPAA (Health Insurance Portability and Accountability Act) compliance programs.

### **DELEGATION OF AUTHORITY**

This position is delegated the authority, responsibility and accountability necessary to carry out the assigned duties of the Nursing Home Administrator. In the absence of the Nursing Home Administrator, this incumbent is responsible for the overall operations of the facility.

### **MAJOR DUTIES AND RESPONSIBILITIES**

Plans, develops, organizes and directs the facility's Quality Assurance Program.

Plans, modifies and maintains the facility's HIPAA Compliance Program as the HIPAA Compliance Officer.

Develops and maintains written policies and procedures that govern the operation of the facility.

Interprets the facility's policies and procedures to employees, residents, family members, visitors and government agencies.

Assures that all employees, visitors and the general public follow established policies and take action to correct violations.

Attends committee and board meetings when required.

Represents the facility at, and participates in, management level meetings with the County and outside organizations.

Maintains a good public relations program that serves the best interest of the facility and community alike.

Participates in the facility's personnel process when necessary. This may include but is not limited to hiring, terminating employment, disciplinary hearings and grievance hearings.

Maintains an excellent relationship with the medical staff and other Professional and Supervisory staff.

Assists Department Directors in the planning, conducting, scheduling of in-service training classes, on-the-job training and orientation programs to assure the current policies and procedures are reviewed and updated as necessary.

Meets with Department Directors on a regularly scheduled basis, and conducts/participates in in-service classes and supervisory level training programs.

Assists in establishing a clinical training program for Nurse Aides to meet all required in-service annual training requirements.

Attends workshops, seminars and educational sessions to keep updated on changes in the long-term climate and meet bi-annual CEU (Continuing Education Units) requirements for Illinois Nursing Home Administrator license.

Reviews accidents and incidents and makes recommendations for an effective safety program for the residents.

Performs the necessary duties of the facility's abuse coordinator. This includes, but is not limited to, carrying out the facility's abuse and prevention protocol by initiating and coordinating abuse and neglect investigations.

Reviews resident complaints and grievances and makes written reports of action taken.

Assists the Admissions Coordinator and Director of Nursing in pre-screening potential new residents.

## **WORKING CONDITIONS**

The incumbent will be working in an office area and throughout all locations of the Nursing Home. Participation in continuing education as well as informational meetings involving the County and long-term care will require some travel outside the facility. This position requires intermittent periods of standing; sitting; walking; and is subject to frequent interruptions. The work schedule is primarily during normal business hours with occasional evening and weekend commitments. The Assistant Nursing Home Administrator will be on-call opposite the Nursing Home Administrator.

## **MINIMUM REQUIREMENTS**

This position requires the incumbent to be licensed as a Nursing Home Administrator in the State of Illinois and have extensive experience in administration of a long-term care facility. The license must be in good standing. This position requires the ability to work independently and with a team, be flexible and have the ability to work effectively with the elderly, personnel and support agencies.