

Champaign County Job Description

Job Title: Nursing Home Administrator

Department: Nursing Home

Reports to: Justice & Social Services Committee Champaign County Board

FLSA Status: Exempt

Prepared Date: May, 2017

POSITION PURPOSE

Directs operations of the Champaign County Nursing Home, a 243-bed, licensed facility providing skilled, intermediate and shelter care to its residents as well as childcare for County employees' children, adult day care and respite services. The Nursing Home employs approximately 220 people, is operated under the auspices of the County Board, and is a business operation under its own county enterprise fund.

NATURE AND SCOPE

The Administrator reports to the County Administrator. All department directors shall report to the Nursing home Administrator. The Administrator shares with the Director of Nursing in the supervision of the ARD Coordinator, the Restorative Care Coordinator and the Care Plan Coordinator.

The Nursing home Administrator directs the provision of skilled, intermediate (including 15-bed ARD unit), and shelter care on a 24-hour basis and ensures a smooth, high quality and professionally acceptable operation. The incumbent must ensure the care and services provided meet the satisfaction of the residents, their families and physicians, thus minimizing complaints, licensure violations and lawsuit.

The Administrator develops and implements Nursing Home policies and procedures to comply with Federal, State and Local requirements and to fulfill licensure certification standards. The incumbent hires, monitors and directs the activities of several Department heads reporting to this position in the implementation of these policies and procedures. This position continuously analyzes Departmental operations, evaluates the environment and equipment necessary for effective functioning and implements any necessary procedural change. The Administrator must ensure conformance with the Nursing home annual budget. The incumbent investigates revenue sources, including grant writing, re-adjusts and redirects services to maximize reimbursement and completes all required documentation to this effect. The incumbent also strives to maintain a high occupancy rate with payer sources to cover annual budget expenses. Participates on medical Advisory Infection Control and Pharmacy Advisory Committees; confers with Medical Director and other Nursing Home consultants as necessary. Serves on various community boards to assure continued care for residents.

The Administrator serves as the primary liaison for the Nursing Home with residents, their families and the public. The incumbent is referred admission decisions of a complex nature, problems with resident's occupancy, waiting list inquiries, etc.

The Administrator also functions in a problem-solving capacity regarding Nursing home operations. The incumbent is referred problems not resolvable at the departmental level, employee grievances, problems with unionization, etc. This position makes decisions pertaining to physical plant problems, i.e. equipment replacement, repairs and redecorating.

The Administrator is responsible for a fire and safety program to prevent fire and injury to residents, staff, and visitors and to maintain a safe and hazard free environment in the Nursing home. Program directives must comply with Illinois Department of Public Health regulations and State Fire Marshall directives as well.

The major challenge which faces the incumbent is informing County Board members of the problems of a long-term care facility so that changes can be effected in a timely manner. Additionally, the Administrator strives to retain a reputation for quality care while remaining locally competitive without marketing funds. Some typical problems the incumbent encounters is continuously monitoring the changes in the various regulations and standards as specified by the Illinois Department of Public Health and public Aid. The most complex problems faced by the Administrator involve addressing local, state and national negative media coverage of long-term care facilities. This attitude has resulted in mistrust and apprehension for the public and has caused problems in the recruitment and retention of qualified personnel.

The Administrator acts as liaison to Nursing home auxiliary to maximize their efforts in volunteer hours and donated monetary projects that benefit the Nursing Home.

The Nursing Home Administrator plans and oversees capital improvements. The incumbent compiles budget projections, revenues and expenses to support justification to the County Board. The Administrator meets with community groups and hospital administrators to develop admission criteria, special unit policies and procedures, evaluate equipment necessary for effective functioning; and plans for new or expanded programs that meet community needs for geriatric services.

The Administrator stays abreast of health care trends in service and financing.

The Administrator has contact with all Department heads reporting to this position on a continual basis to discuss policy, procedures and problems; and the County Board monthly to fulfill reporting requirements. The incumbent maintains contacts with the Illinois Department of Public Health and Public Aid regarding licensure requirement, complaints, inspections, etc.

The Administrator has total responsibility for Nursing home operation regarding staffing, payroll and benefits administration, in-service education, budget review and analysis and operational and capital expenditures. The incumbent researches and makes recommendations to the County Board for personnel policy changes, salary increases, staffing increases, annual budget amendments, resident rate increases, outside contractual services, major capital improvements and grants.

The effectiveness of this position can be measured by the number of licensure violations cited by the various regulatory agencies, the number of complaints registered by residents and their families and the residency occupancy rate maintained at the nursing Home.

Minimum requirements necessary to effectively carry out position responsibilities 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; considerable knowledge of Federal and State licensure requirements for Nursing Home operations, and respect for the principles of resident rights, confidentiality, EEO and ADA.

PRINCIPAL ACCOUNTABILITIES

Directs operations of Champaign County Nursing Home to meet State, Federal regulations and avoid violations or licensure decertification.

Plans for quality assurance in all departments of the Nursing Home and develops quality improvement plans with committee members.

Develops Nursing Home policies, procedures, programs and directs implementation of such.

Serves as primary liaison with residents, their families and the general public.

Functions in a problem solving capacity with regard to resident and staff problems.

Ensures conformance with annual budget; evaluates, reviews and adjusts to revenue sources.