

Code: 4468

Title: ASSOCIATE NURSING HOME MANAGER

SUMMARY: Directs, plans and controls all business and operating programs and functions of the County's long-term care facility, Posada Del Sol Health Care Center.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Plans, installs, directs and evaluates all business service programs which may relate to personnel, medical records, transportation, communications, food service, therapy services, purchasing, housekeeping, physical plant maintenance and other support service functions of the nursing home;

Ensures compliance with all Federal, State, County and department rules, regulations, laws, policies and licensure requirements;

Develops area, division, program, departmental or institutional budgets, projects workload, staffing and supply needs, monitors financial indicators and takes action to ensure area/departmental performance in achieving budget;

Develops area, division, program, departmental or institutional short- and long-range goals, objectives and programs;

Analyzes and reviews budgetary expenses and reviews issues concerning various divisions and work units;

Develops, writes and revises nursing home administrative policies and procedures;

Composes, writes and presents reports for the nursing home administrator and upper-level County management;

Prepares administrative reports and conducts administrative review of subordinates' reports;

Works closely with medical, nursing and other treatment staff chiefs to ensure proper support services;

Directs studies of organization and operation which may affect economy, efficiency and quality of functions under control;

Performs liaison work with agencies, organizations and groups;

Acts as the nursing home's representative on various committees, boards and councils;

Supervises, trains and evaluates professional, paraprofessional and support staff, makes recommendations on hiring, termination, and related personnel activities and initiates progressive discipline processes as necessary;

Evaluates cost effectiveness of programs and develops and implements revisions as necessary;

Develops, implements and administers new institutional programs in areas of assignment;

Ensures area, division, departmental or institutional compliance with accreditation and licensor requirements.

KNOWLEDGE & SKILLS:

Knowledge of:

- theory and practice of health care institution/nursing home administration, management and supervision;

- analytical techniques as applied to nursing home administration;
- community resources for health-care and related social services;
- principles and practices of financial and personnel management, budget development and quality management and improvement processes;
- principles and practices of public-sector contracting;
- local, County, State, Federal and accreditation body rules, regulations and standards appropriate to areas of responsibility;
- health care organization accreditation standards and health regulations;
- theory, principles and practices of specialized areas appropriate to assigned area of responsibility.
- applicable Federal, State, and County rules, regulations, laws, policies and licensure requirements;
- techniques of program development as related to short- and long-term care services;
- health care facilities in support of patient care and clinical services;
- financial management, budget administration and billing systems.

Skill in:

- planning, coordinating, administering, and evaluating all functions of a long-term care facility;
- analyzing, planning, managing, organizing and supervising the work of professional and support personnel;
- evaluating and adapting current resources to changing client and consumer needs;
- managing, training, motivating and coordinating professional, technical, paraprofessional and clerical/administrative staff;
- communicating effectively, both orally and in writing;
- planning and managing financial practices in a long-term care facility;
- analyzing potential and existing patients' needs from a cost-efficient perspective;
- developing and implementing policies, programs and procedures to improve operations;
- developing, submitting, monitoring and administering budgets;
- analyzing and interpreting data, developing reports and making recommendations to administration, clinical professional staff and outside accrediting bodies.

MINIMUM QUALIFICATIONS:

EITHER:

(1) A Bachelor's degree from an accredited college or university with a major in health services administration, long-term care administration, health sciences, public health, public administration, or business administration and four years of administrative experience in long-term care, institutional management or health administration, plus two years in a supervisory capacity. (Supervisory experience may be concurrent with other required experience.) [A Master's degree in one of the cited disciplines may be substituted for one year of the administrative experience.]

OR:

(2) Eight years of administrative experience in long-term care, institutional management or health administration, plus two years in a supervisory capacity. (Supervisory experience may be concurrent with other required experience.)

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions may require, at the time of appointment, license, registrations or certification in a speciality area, such as American Dietetic Association Registered Dietician (RD); Arizona certification/license as a Social Worker, Occupational Therapist, etc.. Maintenance of current license, registration or certification may be required as a condition of employment, and failure to maintain same may be grounds for termination. Some positions may require a valid Arizona Class D Driver's license at the time of appointment or prior to completion of probation.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

