

Code: 7460

Title: NURSING HOME ADMINISTRATOR

SUMMARY: Plans, coordinates, administers and evaluates the operational programs and functions of Pima County's long-term care facility. This is appointed, unclassified and exempt from the Pima County Merit System Rules.

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, coordinates, administers and evaluates the operational programs and functions for a certified long-term care facility;

Plans, coordinates, directs, analyzes and evaluates high-acuity resident care programs, including rehabilitation, behavioral management, respiratory care and sub-acute care;

Ensures compliance with all federal, state, county and department rules, regulations, laws, policies and licensure requirements;

Oversees the supervision, training and evaluation of professional, paraprofessional and support staff;

Coordinates the integration and implementation of institutional programs and policies with other county departments;

Develops, implements and monitors policies and procedures ensuring quality patient care;

Prepares and monitors the operating budget;

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

Develops, implements and monitors administrative policies and procedures;

Analyzes revenue opportunities by researching community health care needs and assessing the feasibility of implementing corresponding programs;

Oversees physical plant maintenance, meeting all federal, state and county safety, environmental and health rules, regulations and laws;

Plans, coordinates, directs and evaluates specialized in-patient services for HIV patients and severely disabled young adults;

Develops, negotiates, and monitors multiple supply, equipment, services and maintenance contracts;

Develops long-range plans;

Represents the department at professional and public meetings;

Participates as a department management team member developing policies and resolving problems;

Consults with the County Attorney and Risk Management regarding legal issues affecting the nursing home and its residents.

KNOWLEDGE & SKILLS:

Knowledge of:

- health care administration, management and supervision;
- federal, state, and county rules, regulations, laws, policies and licensure requirements;
- techniques of program development as related to long-term care services;
- health care facilities in support of patient care and clinical services;
- standards of patient care, environmental safety and sanitation;
- financial management, budget administration and billing systems;
- negotiation and administration of grants and contracts.

Skill in:

- planning, coordinating, administering, and evaluating all functions of a long-term care facility;
- planning, organizing and supervising the work of professional and support personnel;
- establishing and maintaining effective working relationships with others;
- communicating effectively;
- planning and managing financial practices in a long-term care facility;
- analyzing potential and existing patients' needs from a cost-efficient perspective;
- preparing and administering budgets;
- negotiating and administering grants and contracts

DESIRED QUALIFICATIONS:

EITHER:

(1) A Bachelor's degree from an accredited college or university with a major in health, business, or public administration or a closely related field as defined by the appointing authority and three years of administrative experience in long-term care, institutional management or health administration, including two years in a supervisory capacity. (Supervisory experience may be concurrent with other required experience)

(A Master's degree from an accredited college or university in one of the cited disciplines may be substituted for one year of administrative experience)

OR:

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

OTHER REQUIREMENTS:

Licenses and Certificates: Possession of a permanent or provisional license to practice as a Nursing Care Institution Administrator as issued by the Arizona State Board of Examiners of Nursing Care Institution Administrators is required at the time of appointment. Maintenance of such certification is a condition of employment; failure to maintain this license shall be grounds for termination. Some positions in this classification may be required to complete a criminal background check in accordance with Arizona Revised Statute (ARS) 36-411. Employees who fail to receive appropriate clearance on required criminal background checks may be terminated in accordance with Pima County Administrative Procedure 3-18.

FOR PLACEMENT AS A NURSING HOME ADMINISTRATOR-IN-TRAINING:

EITHER:

(1) A Bachelor's degree from an accredited college or university and two years of administrative experience in long-term care, institutional management or health administration, including two years in a supervisory capacity. (Supervisory experience may be concurrent with other required experience)

OR:

(2) A Master's degree from an accredited college or university and one year of administrative experience in long-term care, institutional management or health administration.

OR:

(3) An Associate's degree in nursing from an accredited college or university, currently licensed as a Registered Nurse in the State of Arizona (at the time of appointment) and have worked as a registered nurse for five of the last seven years as measured from the date of application.

Applicants accepted, as a Nursing Home Administrator-In-Training, must successfully complete the State approved, department-administered Administrator In Training (AIT) program and complete any additional requirements to receive their Nursing Care Institution Administrator License issued by the State of Arizona within a period of time not to exceed eighteen months from initial hire into the classification. Failure to successfully complete either the AIT program and/or complete any other licensure requirements within the specified time period shall be grounds for termination.

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.

Pima County

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