

## **Nursing Home Administrator Job Description**

The City of Adams is currently looking for an experienced, results oriented Licensed Nursing Home Administrator; a dynamic leader who can drive Medicare census and promote and support teamwork, service, quality care, and resident satisfaction.

### **Primary Function**

The Administrator is responsible for the total operation of the Adams Health Care Center, Adams Home Health Agency, and Cedar Court Housing and their compliance with the regulations of the State of Minnesota, Minnesota Department of Health, and the conditions of participation in Medicare and other regulatory agencies.

### **Qualifications**

1. Minimum educational requirements include a Bachelor Degree and a Minnesota Nursing Home Administrator's license;
2. Ability to work with ill, aged, and/or disabled persons;
3. Ability to establish and maintain working relationships with residents, administration, nursing services, dietary, housekeeping, volunteers and the community;
4. Ability to implement new processes to comply with changes enacted by state and federal agencies;
5. Flexibility to adapt to change of plans when situation warrants;
6. Desire to continually seek new and innovative methods of achieving our program objectives and goals

### **Organization Relationship**

1. Directly responsible to the Adams City Council;
2. Supervises the directors of all other departments

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Responsible for the overall management, operations and fiscal activities for the program and services of the facility;
- Ensures the quality and appropriateness of resident/patient care meets or exceeds company and regulatory standards;
- Ensures compliance with applicable legal, regulatory, accreditation and reimbursement guidelines and standards;
- Prepares annual budget for facility. Monitors monthly performance of facility in relation to budget and intervenes as needed;
- Recruits, hires, and provides orientation/training, and retains a sufficient number of qualified staff to carry out facility program and services. Ensures employee performance meets or exceeds expectations and periodic performance appraisals are conducted on a timely basis;
- Ensures all required records are maintained and submitted, as appropriate, in an accurate and timely manner

- Manages all aspects of state or federal government survey processes
- Responsible for grievance process from residents, patients, employees, etc.
- Functions as primary officer for facility according to HIPAA guidelines
- Implements policies, directives and resolutions promulgated by the City Council
- Complies with the rules and regulations of the Minnesota Department of Health, the recommendations of approving agencies and other regulatory agencies for the operation of the facility
- Formulates written general policies, admission, discharge, transfer and personnel policies, practices and procedures that adequately support sound resident care
- Develops a written disaster plan with procedures for the protection and evacuation of all persons in the case of emergency
- Maintains the facility in a solvent condition and makes recommendations to the City Council as necessary
- Presents to the City Council requests for new equipment over \$1000 and replacement of existing equipment over \$1000
- Obtains approval from the City Council in conducting the following activities:
  1. For plans and procedures involving major structural changes of the physical plant;
  2. For major changes in personnel policies and wage and salary programs;
  3. For major changes in rates and charges for services;
  4. For plans and new policies expanding or deleting health services;
  5. For initial contractual agreements regarding third party payers such as Medicare, Medicaid, etc.;
  6. Keep personnel committee informed about union activities;
  7. For the creation of any new positions, new departments or new educational programs

The Administrator shall not leave the premises without giving information where he/she can be reached or without delegating his/her authority as prescribed by regulation

The Administrator shall perform the aforementioned duties and others that may be assigned to him/her by the City Council to the best of his/her ability

If this leadership position is a great fit for your next career move, then we would welcome the opportunity to sit down and discuss our goals and yours. Applications are available upon request at Adams City Hall, 303 West Main St PO Box 357 Adams, MN 55909 or online at [www.adamsmn.com](http://www.adamsmn.com). You may also contact Jim Kiefer at 507-582-3601