

Pioneer Memorial Care Center

Job Title: Administrator

Reports to: Board of Directors

Licensure Requirement: LNHA through the Minnesota Board of Examiners for Nursing Home administrators. The administrator is also required to complete and pass a state required background study.

Job Functions

I. Resident Care

- A. Monitor and evaluate residents' satisfaction of the quality of care and quality of life through communications with residents and/or their representatives.
- B. Plan, implement and evaluate programs to insure that high standards of care are maintained.
- C. Maintain positive relationships with staff and residents in both the skilled nursing and assisted living facilities, in order to assess the quality of care.
- D. Consult with physicians, dietician, social workers, and other consultants in order to obtain highest standard of care.

II. Personnel Management (recruit, train, evaluate and retain)

- A. Establish a work environment to foster communication between management and all staff.
- B. Implement procedures to recruit, train, evaluate, and retain staff to provide residents' care and services.
- C. Assess training needs in an ongoing basis and provide methods necessary to obtain such training.
- D. Plan, implement, and evaluate personnel policies.
- E. Plan, implement, and evaluate employee health and safety programs.
- F. Develop and implement employee solution systems.
- G. Hire, evaluate, and discharge supervisory and office personnel.
- H. Meet weekly with department heads and have quarterly all-staff meetings.

III. Financial Management (ensure financial viability in order to provide services needed by our residents)

- A. Develop and manage a budget for the facility to allocate fiscal resources.
- B. Prepare and oversee the yearly financial audit.
- C. Communicate the financial performance of the facility on a monthly basis.
- D. Manage accurate case-mix assessments.
- E. Administer appropriations for the purchase of equipment and supplies in compliance with Board policies.
- F. Monitor Accounts Receivable aging process every other week with business manager.
- G. It is the duty of the administrator to provide appropriate notices to residents, guardians/POAs, and family in the event of a facility closure, as required by the CMS and the Minnesota Department of Health.

IV. Regulatory Management (comply with laws, regulatory codes, and governing entities policies)

- A. Plan, implement, monitor, and evaluate policies and procedures to maintain compliance with federal and state laws and regulations.
- B. Plan, implement, and evaluate policies and procedures to maintain compliance with the Board of Directors.
- C. Prepare monthly financial and statistical statements for the Board of Directors, along with those necessary for county, state, and federal agencies.

V. Organizational Management (ensure integration of all aspects of the operation through leadership and direction)

- A. Observe, monitor, and evaluate outcomes of all programs, policies, and procedures of the facility to ensure effectiveness, and develop solutions for problems and/or compliance breaches.
- B. Implement, monitor, and ensure the integration of residents' rights with all aspects of the facility operation.
- C. Plan, implement, and promote integration between the facility and other community and area facilities and resources.
- D. Establish the philosophy objectives, policies, and organizational structure within the guidelines of county, state, and federal regulations.
- E. Communicate with employees in a manner which will help them understand the organizational philosophy.
- F. Identify annual goals and objectives, setting priorities for each.

VI. Marketing and Public Relations

- A. Plan, implement, and evaluate marketing programs that inform residents and the community of the services offered.
- B. Develop and monitor a process for communicating with residents, families, staff, and volunteers.
- C. Develop referral communications with area hospitals.
- D. Involvement in local community organizations or activities.

STATEMENT OF UNDERSTANDING:

I have read the above job description and understand the responsibilities and physical demands of the job. I hereby certify that I am able to perform all the essential job functions described above, with or without reasonable accommodation.

I also understand that my employment in the position described above will be "at-will", meaning that either I or Pioneer Memorial Care Center may terminate the employment at any time, with or without notice and with or without cause.

I agree to perform the duties of the position described above to the best of my ability, consistent with the values of Pioneer Memorial Care Center.

Name _____

Date _____

