

NURSING HOME ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position involving responsibility for planning, organizing, directing, managing the operation, and implementing the policies of a nursing facility. This includes making operating decisions, providing general supervision, employing and discharging staff, programming, and, where appropriate, integrating the services of the nursing home with the community's health resources. Work is performed in accordance with established policies with wide leeway permitted for the exercise of independent judgement. The work is carried out under the general direction of the Director of the Department of Nursing Homes. A Nursing Home Administrator does related work as required.

TYPICAL WORK ACTIVITIES:

- Directs the activities of various units of the nursing home;
- Supervises the purchase of supplies and equipment and maintains appropriate inventories;
- Supervises the physical operation of the nursing home plant including the direction of maintenance and repairs;
- Participates in the preparation of the annual budget and the maintenance of supporting accounting records;
- Personally explains nursing home policies and regulations in cases of noncompliance and posts general notice of regulations to patients, relatives, visitors, and staff;
- Cooperates with hospitals and nursing homes in the area to implement programs of in-service or other training for staff members;
- Periodically inspects buildings, equipment, and service areas in order to direct needed repair and maintenance work.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of the principles and practices of nursing home administration; good knowledge of modern institutional management and maintenance practices; good knowledge of institutional financial accounts and records; good knowledge of institutional financial accounts and records; good knowledge of the general medical care field; ability to plan and direct the work of a large staff; good knowledge of the problems of caring for aged and infirm persons; ability to prepare clear and concise written and oral reports; emotional stability; dependability; initiative; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Possession of a license granted by the New York State Board of Examiners of Nursing Home Administrators to practice as a Nursing Home Administrator in New York State.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION