

SHENANDOAH VALLEY WESTMINSTER-CANTERBURY
300 Westminster Canterbury Dr.
Winchester VA 22603

POSITION DESCRIPTION

TITLE: Administrator **DEPARTMENT:** Health Services

RESPONSIBLE TO: Chief Operating Officer

RESPONSIBLE FOR: Planning, coordinating, directing and evaluating the activities of Health Services (Health Care and Assisted Living), including but not limited to Rehab/Therapy and Director of Health Services.

JOB SUMMARY: The Administrator leads a well-respected Health Services department ensuring the highest levels of safety and well-being for all residents. The Administrator provides excellent team building / organizational development approach to administration.

REQUIRED EDUCATION, EXPERIENCE, SKILLS, LICENSURE:

1. Licensed Nursing Home Administrator in the Commonwealth of Virginia, with minimum three years experience.
2. Graduation from an accredited college or university with baccalaureate preparation in business, health care administration or a related field.
3. Experience successfully supervising and leading teams.
4. Familiarity with computerized systems.
5. Successful experience with inter-personal relationships.
6. CPR and First Aid Certification

JOB REQUIREMENTS:

1. Supports the mission and purposes of SVWC.
2. Supports the Board of Trustees and Administration.
3. Presents a professional, caring image.
4. Employment testing and annual Tuberculosis screening as required by Virginia State Licensure.
5. Must attend mandatory inservices required by the State Licensure and all other mandatory inservices and/or meetings required by other regulatory agencies and/or by SVWC.
6. Follows and supports the policies and procedures established by SVWC.

TECHNICAL COMPETENCIES:

1. Excellent verbal and written communication skills and negotiation skills and presentation skills to a wide variety of audiences.
2. Excellent project management, time management, and fiscal responsibility.
3. Excellent decision making skills, strong organizational skills, ability to work well with residents and staff, attention to detail and ability to prioritize and handle many projects at one time.
4. Proven management and leadership capabilities.
5. Experience working with Senior Level executives in a corporate environment.
6. High energy, positive, “can-do” attitude, flexibility, teamwork, and attention to detail; high degree of initiative.
7. Demonstrated ability to think strategically and thorough understanding of strategic development.
8. Compassion for and strong desire to work and care for seniors.

ESSENTIAL DUTIES/RESPONSIBILITIES:

1. Plan, coordinate and oversee the delivery of highest quality care providing technical guidance and instruction to staff in conjunction with physician’s orders, nursing directives and established policies and procedures.
2. Assure the Health Services department meets extensive state and federal requirements and strive for and achieve high quality survey results for the community.
3. Monitor and evaluate work performance of staff to ensure compliance with established standards.
4. Conduct research and keep abreast of State and Federal regulations with regard to licensing and certification and ensure preparation for inspections by various agencies; develop internal procedures to ensure compliance with regulatory statues and direct the establishment and maintenance of related records.
5. Ensure compliance for the electronic records system.
6. Establish and assess the goals and objectives of the department including monitoring budget performance and making recommendations for future budget needs.
7. Review and adjust policies and procedures, technical guidelines, safety procedures and nursing standards.

8. Work with the leadership team to keep staff turnover low by attracting and retaining the best talent.
9. Work cooperatively and collaboratively with the appropriate committees in formulating and implementing strategies for the community.
10. Effectively manage, supervise and motivate a large, diverse team on a daily basis to provide the best resident care.
11. Establish and assess progress made towards goals and objective of the department; oversee activities of nursing staff with other personnel and services engaged in caring for resident.
12. Carry out supervisory responsibilities in accordance with the community's policies including planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
13. Act as a liaison and consult with medical staff and other members of the health care professional community to obtain and communicate information regarding resident care and related medical programs.
14. Work in conjunction with other members of the department as a team leader. SVWC provides general objectives and expects the Administrator to exercise judgment, initiative and flexibility in orchestrating activities with a view to ensure high quality output, efficiency and good staff morale. Administrator functions with minimal to no supervision and keeps the COO informed of actions taken. Broad objectives and desired results are discussed periodically between COO and Administrator.
15. Have a high level of interaction with various committees regarding long-term care initiatives (inter-disciplinary team, ethics committee, quality assurance committee).
16. All employees are responsible for extending the mission and core expectations of the community by understanding and responding to the needs of those they serve. Each resident, staff member, volunteer and community member will be treated in a dignified manner with respect, kindness, honesty and understanding.
17. Serve as the Health Insurance Portability and Accountability Act (HIPAA) Privacy Officer.
18. Review and develop a plan of correction for deficiencies noted during survey inspections and provide a written copy of such plan to the relevant governing board and ombudsman representative as required.
19. Assure that the residents rights to fair and equitable treatment, self determination, individuality, privacy, property and civil rights, including the right to wage complaints, are well established and maintained at all times.
20. Additional duties as assigned.

AUTHORITY:

To hire, evaluate, direct, discipline, and discharge those for whom responsible. To make administrative decisions within the guidelines of the mission, policies, and procedures established by SVWC.

UNIVERSAL PRECAUTION RISK CLASSIFICATION:

Category D: The person holding this position understands Universal Precautions Risk Classification categories apply to this position and the individual may be *exposed to* AIDS, HIV, and Hepatitis B viruses. Tasks that involve no exposure to Blood, Body Fluids, or Tissues. The normal work routine involves no exposure *to blood*, body fluids, or tissues (although situations can be imagined or hypothesized under which anyone, anywhere, might encounter potential exposure to body fluids).

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by all employees to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

VISION

- Must be able to visually identify and discern printed words on either typewritten pages or computer screen.
- Must be able to identify and differentiate colors.
- Must have depth perception within normal ranges.

HEARING

- Must be able to respond to spoken words and other auditory sounds including the ringing of telephone or beepers and monitors.
- Must be able to respond and communicate orally by telephone.

TOOLS AND EQUIPMENT

- Must be able to use, operate, and interpret information from equipment in work area.

SPEECH

- Must be able to verbally communicate in the English language directly and over the telephone and be understood.

RANGE OF MOTION

- Must have mobility for all parts of the body, walking, bending, lifting, reaching above head and use of hands.
- Must be able to stand and/or mobilize by walking for 20% of an 8 hour shift.
- Some tasks may require sitting for 80% of the work day.
- Must have manual dexterity, fine motor skills (typing, computer, etc.)

WORKING CONDITIONS

- Must be able to work under stress.
- Dayshift hours primarily.
- Must be able to work overtime (and some employees work rotation or call schedules).
- Must be willing to travel, sometimes on short notice as needed. Travel and other work related assignments on weekends is possible.

MENTAL CAPACITY

- Must have mental capacity to fulfill the requirements of the job including problem solving, logic, communication and numerical calculations.
- Must be able to read and understand written instructions in English.
- Accurate recall and memory.
- Must be able to use judgement in making decisions and choices.
- Ability to analyze numbers and make basic mathematical calculations.

NOTE: This job description is not intended to be all-inclusive. An employee will also perform other reasonably-related job responsibilities as assigned by management as required. Shenandoah Valley Westminster-Canterbury reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. This job description does not constitute a written contract *of* employment.