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 home. 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 judgment.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Directs the activities of all departments of the Adult Care Center;

Approves the purchase of supplies and equipment and supervises the maintenance of appropriate inventories;

Supervises the physical operation of the Adult Care Center, including the direction of maintenance and repairs;

Projects trends in the social, financial and political culture of nursing homes and develops plans to meet those trends;

Participates in the marketing of the facility;

Participates in the preparation of the annual budget and the maintenance of supporting accounting records;

Participates in recruitment, interviewing, selection, training, performance evaluations, discipline and discharge of employees, as needed;

May participate in union negotiations;

Participates in development and implementation of the Adult Care Center policies and regulations;

Participates in the annual NYS Department of Health (NYSDOH) survey process and in cases of non-compliance, develops corrective plans of action and posts general notice of regulations to residents, families, visitors and staff;

Completes environmental rounds, inspecting building, equipment and service areas in order to direct needed repair and maintenance work;

Supervises any complaints or investigations of allegations of injury and reports to NYSDOH;

Ensures compliance with Medicare and Medicaid regulations, NYSCR&R, federal regulations and life safety codes;

Coordinates with Medical Director for medical care of facility;

Coordinates with the Family Council and Resident Council, as needed, to ensure provision of quality of care to the residents;

Ensures collections on resident accounts;

Participates in development and compliance with contracts with all outside vendors;

Participates in the quality assurance committee;

Reports to Board of Directors, as needed.

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 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; ability to operate a personal computer and utilize common office software programs; dependability; initiative; resourcefulness; and sensitivity to cultural diversity issues.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree or higher and successful completion of a prescribed course of study and qualifying field experience as required by the NYSDOH Part 96 of the NYSCR&R and possession of a current New York State licensure and registration as a Nursing Home Administrator.