

ASSISTANT TO NURSING HOME ADMINISTRATOR - PATIENT CARE 151-A

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position involving responsibility for assisting in the planning, coordination, and overall management of a skilled nursing home with emphasis on program development, implementation, and follow up of facility operations relating to providing quality patient care. Work is performed under general direction of the Infirmity Administrator in accordance with established policies and procedures. Administrative supervision is exercised over persons responsible for direct supervision of nursing services, therapeutic and restorative services and/or other patient health care employees.

TYPICAL WORK ACTIVITIES:

Directs all phases of patient care services including nursing services, therapeutic and restorative services, adult day care, including discharge planning, to insure complete and competent patient care;

Responsible for interpreting both the plan of medical care and the plan of patient care;

Ensures that all nurses' notes are informative and descriptive of the nursing care provided and of the patient's response to care;

Establishes and reviews policies, programs, and procedures relating to nursing care, therapy services, and outpatient services;

Provides direction and administrative supervision to the Assistant Director of Nursing, Charge Nurses, and other patient care service supervisors;

Meets and confers with nurses, social workers, dietician, Nursing Home Medical Director, therapeutic and restorative personnel, and other health care providers to plan, interpret, and review policies, programs, and procedures;

Evaluates the quality and appropriateness of patient care services rendered in the institution;

Develops and maintains nursing service philosophy objectives, standards of nursing practice, nursing policy and procedure manuals and ensures that they are understood by nursing personnel;

Coordinates activities relating to employee recruitment;

Makes administrative decisions in the absence of the Nursing Home Administrator;

Identifies staff development and training needs and assists in planning and directing staff development or in-service training programs.

Assists in the preparation and maintenance of the facilities operating budget;

Assists in a variety of administrative tasks related to the general management and operation of the facility and to maintain policies and procedures in compliance with New York State Health Code requirements;

Meets with representatives of the State Health Department or other agents conducting audits or surveys of the facility;

Prepares a variety of correspondence, records, and reports pertaining to patient care services and the general operation of the facility.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARAC-

TERISTICS: Good knowledge of the principles and practices of nursing administration; good knowledge of principles and practices specific to the field of geriatric patient health care, including work assignment and staffing patterns, planning clinical care, patient care documentation, health care delivery systems, staff development and program planning and development; good knowledge of psychological and social factors in health care; good knowledge of institutional management and maintenance practices; working knowledge of institutional financial accounts and records; working

knowledge of legal concepts and principles involved in nursing home administration; working knowledge of the principles and practices involved in directing the activities of a large subordinate staff including subordinate supervisors; ability to secure the cooperation of and work well with others; ability to prepare clear and concise written and oral reports; ingenuity and resourcefulness in solving administrative problems; and patience.

MINIMUM QUALIFICATIONS: Either:

(A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's degree in Nursing and five years of progressively responsible experience in professional patient care activities, three years of which shall have been in a supervisory capacity; or

(B) 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 in a field as specified in (A) above, and seven years of experience as described in (A) above, including the supervisory experience; or

(C) An equivalent combination of training and experience as described in (A) and (B) above.

Special Requirement: At the time of appointment, candidate must be currently licensed to practice as a Registered Nurse in the State of New York.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

L:\CLASPLAN\DRAFT\ASTNHADM.WPD

Last Reviewed: 12/12/96

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

Replaced in SC Personnel Classplan 12/6/19

Revised and Replaced in Classplan: 12/22/2022

Revised and Replaced in Classplan: 10/21/2024 (Edu)