

**DEPUTY ADMINISTRATOR OF THE ADULT CARE CENTER
(ADMINISTRATIVE SERVICES)**

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position involving responsibility for assisting in the overall management and operation of a nursing home, including participating in directing, managing and implementing policies. General direction is received from the Administrator of Adult Care Center. Supervision is exercised over the work of employees. Does related work as required.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representatives 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.*

Assists in directing the daily operations of the Adult Care Center;

Assists in directing the activities of various departments;

Maintains current Policies and Procedures Manual to conform to regulations;

Explains policies and regulations in cases of noncompliance and posts general notices of regulations to residents, visitors and staff;

Cooperates with hospitals and other nursing homes in the area to implement programs of in-service or other training for staff members;

Inspects buildings, equipment and service areas periodically in order to direct needed repair, housekeeping and maintenance work;

Keeps abreast of regulatory changes and practices in the field of long-term care;

Keeps Administrator informed regarding pertinent issues;

Provides support and direction to staff members who express personal and/or professional concerns;

Assumes the responsibility of the Administrator of Adult Care Center in his/her absence;

Serves as community and agency public relations representative for Adult Care Center;

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Prepares clear and concise oral and written reports;

Performs a variety of related tasks as assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Thorough knowledge of the problems of caring for and commitment to serving aged and infirm individuals; good knowledge of the principles and practices of nursing home administration; working knowledge of modern institutional management and maintenance practices; working knowledge of the general health care industry; working knowledge of the State and Federal Nursing Home Code; ability to prepare clear and concise written and oral reports; ability to direct the work of a large staff; ability to secure the cooperation of others; and work effectively with others.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree and one year of experience as a supervisor in the health care field, preferably in a nursing home; or
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and three (3) years of experience as described in (A) above.

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.

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