



# JOB DESCRIPTION ADMINISTRATOR

**Overview:**

The Administrator is a licensed individual who works full time and has the authority and responsibility for taking all reasonable steps to ensure optimal quality of care is delivered to the residents. Additionally, the Administrator has the responsibility of creating and sustaining an environment that humanizes and individualizes each resident. Elmbrook Management Company is committed to providing care that recognizes each resident's physical, emotional and spiritual needs beyond traditional nursing procedures and protocols. Although an interdisciplinary effort is required to achieve a successful integration of quality of life procedures into quality of care procedures, the Administrator must enthusiastically embrace this philosophy before a resident's life can be fully enhanced. In cooperation with Elmbrook Management Company's corporate staff, the Administrator has administrative authority oversight, responsibility and accountability for functions and activities of the entire staff while appropriately integrating these activities with all other departments in the facility that contribute to resident care.

The Administrator is responsible for the entire operation of the facility and must perform all of the duties and responsibilities outlined below using available resources to effectively assist residents to attain or maintain the highest practicable physical, mental and psychosocial well-being possible for each resident. The Administrator reports directly to the Director of Operations.

**Job Summary:**

In conjunction with the facility staff, the Administrator ensures that operational objectives are established and met and that the standards, policies, and procedures of the facility are consistent with the standards, policies and procedures of Elmbrook Management Company, State and Federal laws.

**Physical Requirements:**

This position demands good physical and mental health. The Administrator may be required to lift, carry, turn or assist high-risk residents and be willing and able to work a flexible work schedule. The Administrator must be able to sit, stand, bend and move intermittently during work hours. Must be able to lift and/or carry 50 pounds.

**Qualifications/Education:**

The Administrator must be licensed as an Administrator in the State of Oklahoma and must remain in good standing with the Oklahoma State Board of Examiners for Nursing Home Administrators. The Administrator must maintain his/her Administrator license in current status and provide evidence of renewal as required by Elmbrook Management Company's policies and procedures.

The Administrator must possess comprehensive knowledge of Nursing Home procedures and its application to the aged, chronically ill and convalescent resident and must possess skill in leadership. The Administrator should have a general knowledge of the Medicare/Medicaid program and have knowledge of current federal and state rules and regulations for skilled (SNF) and nursing (NF) facilities, including OSHA's Blood-borne Pathogen Standards and Elmbrook Management Company's Exposure Control Plan. The Administrator must work to familiarize him/herself with Elmbrook Management Company's policies and procedures and ensure that these policies and procedures are carried out in all aspects of their responsibilities.

The Administrator must understand and value quality of life issues for residents and promote alternatives to residents' care that are designed to increase or maintain the residents' quality of life while operating the facility efficiently and effectively.

**Duties:**

- Accountable for the total operation of the assigned nursing home in compliance with standards of operations and quality assurance program and applicable local, state and federal regulations.
- Embraces Elmbrook Management Company's philosophy to render care in a manner and in an environment that promotes maintenance or enhancement of each resident's clinical status and quality of life.



- Plans and organizes systems of care, objectives, policies, procedures, staffing patterns and staff development based on the needs of the facility within the framework of the established budget.
  - Interprets and maintains standards of nursing care and nursing practice.
  - Recruit, orient and retain competent and professional staff.
  - Meets regularly with the Medical Director and DON to address quality of care or quality of life issues for residents.
- Conducts daily rounds to evaluate operations and offers suggestions or direction to facility staff that are intended to attain or maintain the highest practicable standards of nursing home operation.
  - Appropriately utilize supplies and equipment and monitors facility staff for safe and effective operation.
  - Hires, directs, disciplines, and terminates facility personnel as appropriate in accordance with established policies and procedures of Elmbrook Management Company.
  - Provide direction to facility staff through written standards, policy and procedure, meetings and memos.
  - Oversee business functions of the facility, insuring proper management of admissions, ancillaries, payables, receivables, payroll and related office or paperwork requirements.
  - Perform annual written job performance evaluations on all facility staff members.
  - Ensure that personnel are assigned responsibilities consistent with their education, experience and ability.
  - Market facility services to appropriate family and community services and identify staff members' marketing responsibilities.
  - Build an effective team of departments to address and facilitate efficient day to day operating functions of the facility.
  - Establishes systems by which procedures are carried out and evaluates the effectiveness of the system and/or the need to revise the system to promote greater efficiency.
  - Directs the Quality Assurance Program of the facility according to policies and procedures of Elmbrook Management Company.
  - Establishes and alters staffing patterns within the framework of the established budget based on the needs of residents.
  - Evaluates policies, procedures, objectives, staffing patterns, personnel, budgetary concerns, committee work, and training programs/resources for the facility.
  - Plans, enforces and prepares the facility for state/federal survey process.
  - Reviews and considers recommendations from professionals including but not limited to, Registered Dietician, Registered Pharmacist, Corporate Consultants, etc. and implements corrective actions as indicated.
  - Monitors and enforces systems/procedures designed to provide security and safety for residents and staff.
  - Ensure that adequate procedures and supplies are available in case of emergency. Monitor staff response to emergencies and provides instruction or direction to ensure the actions of staff during emergencies meet current standards of practice and care.
  - Perform other duties as assigned by the Director of Operations.

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Employee Signature