



No matter what your job/position is at OVATION COMMUNITIES, you share with all the people here one principal function - to ensure our Residents receive the best care and service ...the one thing you will always be held accountable for is the exercise of your best judgment.

POSITION TITLE: Administrator
CURRENT REVISION DATE: January 2023
POSITION CATEGORY: Salaried - Exempt
POSITION REPORTS TO: Chief Operating Officer

- I. **PRIMARY PURPOSE OF POSITION:** The Nursing Home Administrator assumes full time administrative authority responsibility and accountability for the operations for the nursing facility. Manages employees in the provision of care and services rendered in accord with professional standards and in compliance with State and Federal laws and regulations. Collaborates with consultants, contractors, referring physicians, community resources, government agencies and advocacy groups. Implements operational objectives of the organization and allocates resources in an efficient manner to attain or maintain the highest practicable physical, mental and psychological well-being of each resident.
- II. **CUSTOMERS/CLIENTS SERVED BY POSITION:**
Board members, Staff, Residents, family members, guests, vendors and other outside clients served by Ovation Communities.
- III. **QUALIFICATIONS:**
Experience: Specialized training in nursing home administration or equivalent experience
Minimum of five year experience in health care administration
Education: High School Diploma or equivalent
Bachelor's Degree
Masters degree referred in related field
Licenses &
Certifications: Current licensed as a Nursing Home Administrator by the State of Wisconsin
Other: Must maintain complete confidentiality and discretion.
Read, write and speak the English language.
- IV. **JOB DUTIES:**
1. Oversees daily facility operations and coordinates department organization, management and resource allocation to provide care and services to residents and meet organizational objectives for revenue and growth.
 2. Develops facility budget recommendations for approval of the Chief Operating Officer (COO) and assumes fiscal accountability for prudent management of financial resources including revenue examination and enhancement and economic facility operations.
 3. Communicates directly with residents, families, medical staff, nursing staff, interdisciplinary team members and department heads to coordinate care and services. Improve organization and

implementation of plans of care, to maintain quality of care, quality of life and a homelike environment for all residents.

4. Monitors the provision of care and services to residents on all shifts and evaluates regulatory compliance efforts through daily rounds to observe care on units, to review records and to interview staff members, residents, families and other interested parties. Evaluated the findings of compliance rounds conducted by department heads on a daily basis. Designs, implements and evaluates actions plans to continuously improve quality.
5. Obtains outside resources to provide services “under arrangement” when required services cannot be provided by facility staff. Negotiates contract terms and supervised provision of services to ensure they are acceptable quality and meet needs of residents and facility.
6. Reviews policies and procedures developed by every department to ensure consistency with facility mission, philosophy, compliance with State and Federal laws and regulations, and to allocate sufficient resources to implement the policies.
7. Chairs quality assessment and assurance meetings, including regulatory compliance rounds, in all departments to monitor performance and to continuously improve quality. Develops program to gather and analyze data for trends and to institute actions to resolve problems promptly. Evaluates effectiveness of actions plans. Participates as member of Quality Assessment and Assurance Committee with the Director of Nursing, Medical Director, and at least three other facility staff members. Reports and makes recommendations to Quality Assessment and Assurance Committee as appropriate.
8. Promptly investigates all accidents, incidents and allegations of potential abuse or neglect and reports timely to proper governing body. Complies with regulations regarding scope and timing of investigations, reporting responsibilities and notice requirements. Reports all such investigations to the Chief Operating Officer (COO).
9. Assists in development of in-service education programs designed to equip the facility with sufficient knowledge and skills to provide services to each resident to attain or maintain the highest practicable physical, mental and psycho-social well-being and to perform the essential functions of their jobs satisfactorily. Allocates sufficient resources in response to recommendations of Department Heads.
10. Actively participates in long term care survey process by instructing staff in matters of conduct and disclosure, maintaining a presence at all times surveyors are on-site and directing the timely collection of information required by the survey team. Demonstrates concern for the identified problems and undertakes corrective action while survey is in progress if appropriate. Gathers and presents supplemental documentation to avoid potential deficiencies. Collaborates with Director of Nursing and Department Heads to develop responses to survey concerns/citations as needed.
11. Consults with Department Heads daily about resident status, census, budget, personnel and other relevant issues. Conducts regularly scheduled Department Head meetings.
12. Collaborates with physicians, consultants, community agencies and institutions to improve quality of services, to facilitate communication and to resolve identified problems.
13. Approves staffing plans that assure sufficient numbers of qualified, competent facility staff to meet direct care needs, conduct assessments as required, develop plans of care, evaluate residents’ responses to intervention and document clinical records effectively in compliance with State and

Federal requirements. Incorporates recommendations about numbers and types of personnel necessary to provide care and to maintain compliance with facility mission and with regulations in reports and budget proposals to Chief Operating Office (COO).

14. Hires and retains competent Department Heads to manage facility operations and to provide services to attain or maintain highest practicable physical, mental and psycho social well-being of each resident. Conducts interviews, provides regular performance reviews, takes appropriate job actions, reviews job actions taken by subordinates to assure that staff meet qualification and performance standards and can perform all the essential functions of the job.
15. Ensures 24 hour availability as administration resource by providing on-call and telephone access or designating an alternative, qualified facility staff member to do so.
16. Active State and Federal licensure as nursing home administrator and renewal timely and accumulating minimum number of C.E.U.s to maintain re-licensure every period of renewal (every 2 years).
17. Carries out all duties in accordance with the Jewish Home & Care Center mission and person-centered care philosophy.
18. Demonstrates knowledge of and respect for the rights, dignity, and individuality of each resident and facility information.
19. Appreciates the importance of maintaining confidentiality of resident and facility information.
20. Demonstrates honesty and integrity at all times in the care and use of resident and facility property.
21. Able to understand and to follow written and verbal direction. Able to effectively communicate with staff members and residents through verbal and/or written means.
22. Able to verify that each resident is receiving the correct diet and meal.
23. Able to interact effectively with all residents.
24. Knowledge of emergency and disaster procedures of facility.
25. Able to locate nearest exit, to understand and respond to written or verbal instruction in case of emergency.
26. Sufficient mobility, and strength to move freely through the building, to assure resident safety at all times and to assist, transfer, or otherwise move residents out of danger in case of emergency.
27. Demonstrates respect for co-workers and responds to needs of residents by complying with facility policies on attendance and punctuality and dress code.
28. Able to arrive and to begin work on time and to report for duty as scheduled on all shifts, weekends, and/or holidays.
29. Working knowledge and ability to comply with facility policies and procedures for workplace safety including infection control procedure, application of universal precautions for blood borne pathogens, use of personal protective equipment and handling of hazardous materials.
30. Demonstrates an ability to prioritize tasks and responsibilities.
31. Demonstrates the ability to complete duties and projects within an allotted time.
32. Able to respond to change productively and to handle additional tasks and projects as assigned.
33. Able to carry out the essential functions of this job (without reasonable accommodation) without posing specific, current risk of substantial harm to health and safety of self and others.
34. Perform other duties as assigned.



V. CORE COMPETENCIES:

1. Able to manage multiple tasks.
2. Demonstrate strong communication and relationship building skills with residents, and is able to explain residents' needs to others as needed for resident advocacy.
3. Ability to work as part of a team

VI. FACTORS AFFECTING WORK PERFORMANCE – attendance, dependability, achievement, interpersonal skills:

1. Friendly, pleasant, and calm demeanor.
2. Regular - Monday through Friday - punctual attendance.
3. Additional duties as assigned by supervisor.
4. Participate in management, Staff and other meetings to support facility operations as directed.
5. Represent Ovation Communities and department in a professional and positive manner within and outside the community.
6. Be a team player and able to get along well with co-workers and other departments.
7. Active participant in team building committees.

VII. PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to sit and to use hands to file and type often. Occasionally the employee will be required to stand and stoop, kneel, crouch or crawl. Requires close viewing of computer screen. Excellent verbal communication skills and excellent vision and hearing required. Must be able to lift, carry, push, or pull 25 pounds or more occasionally.

I have read the job description entitled **Administrator** and pledge to perform, to the best of my ability, each duty and responsibility to the highest standards possible. I also understand that this job description does not imply a contract or agreement for employment. Further, I'm committed to understanding the sensitive, ethical and confidential nature of the position and realize that compromising this could lead to immediate termination. Employment at Ovation Communities is considered **"At Will"**. For any reason, at any time, with or without notice, Ovation Communities or I may terminate the employment relationship.

Signature

Date

Signature

Date

****A signed copy of this job description will be placed in your personnel file for future referencing and used for evaluation purposes throughout the year.***

**Welcome to Ovation
Communities!**