



Barbourville Health & Rehabilitation Center is seeking an experienced Administrator to lead our team of dynamic healthcare professionals! The Administrator will provide direction and inspiration to facility staff and will monitor quality of care, resident satisfaction and other quality measures of the facility with the result of meeting or exceeding established objectives.

Responsible for directing the overall operation of the facility, the Administrator will ensure the facility meets resident's needs, government regulations and company policies and procedures.

At Barbourville Health & Rehabilitation Center, we believe that positive resident experiences begin with positive employee experiences. Our staff is comprised of professionals dedicated to maintaining the highest quality of life for our residents while encouraging the support of family, friends, and community. We are committed to serving those needs with exceptional quality and we are passionately focused on our residents.

Employee Benefits:

We offer **competitive salary** and a **comprehensive benefits package**. Because we value each and every employee, we are proud to offer the following benefits:

- Comprehensive benefit package to include:
 - Health, vision & dental insurance
 - 401(k) Retirement plan with company match
 - Company paid life insurance
- Paid Time Off after 90 days
- Paid holidays
- And more!

Note: Benefit eligibility depends on employment status.

Essential Duties & Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily.

- Participates in development and revision of policies and procedures to ensure consistent, efficient and safe treatment delivery.
- Oversee the development and implementation of the facilities programs and activities.
- Oversee development and maintain written policies and procedures that govern the operation of the facility.
- Recruit, hire and retain a qualified staff to carry out the facilities' programs and services for residents.
- Knowledge of Medicare, Medicaid and other 3rd Party insurances.
- Oversee annual budget.
- Assist department heads in the development and implementation of department policies and procedures and maintain a rapport among all departments.

- Interpret the facilities policies and procedures to employees, residents, family members, visitors, government agencies, etc. as necessary.
- Ensures that public information describing the services provided in the facility is accurate and fully descriptive.
- Manage all aspects of government survey processes.
- Makes routine inspections of the facility to assure that established policies and procedures are being implemented and followed.
- Ensure facility is safe, clean and comfortable for residents and staff.
- Other duties as assigned.

Required license or certification:

- Possesses a four (4) year Bachelor's Degree in Nursing or a related field.
- Maintains a current, valid Kentucky State Nursing Home Administrator's License.
- Possesses a minimum two (2) years applicable management or comparable experience in a long term care setting.
- Possesses strong knowledge regarding state, federal and local regulations as they pertain to long term care.

Note

A complete job description which outlines qualifications and physical demands and abilities is on file in Human Resources and available upon request.

To apply, please visit our career page at www.barbourvillehrc.com/careers.

This facility is an Equal Opportunity Employer

EOE M/F/Vet/Disability