

**Kingsbrook Lifecare Center
Long Term Care Facility
Ashland, KY
Job Description**

Job Title: Administrator

EXEMPT (Y/N): Yes

JOB CODE: Administration

DIVISION: Long Term Care Facility

DEPARTMENT: Administration

SUMMARY: The licensed administrator shall be responsible for the day-to day functions of the Kingsbrook Lifecare Center, a subsidiary of King's Daughters Medical Center.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Duties and responsibilities include but are not limited to.

The Administrator is a duly licensed administrator in this state and is responsible for:

Managing the day-to-day functions of the facility;

Assuring that public information describing our services is accurate, fully descriptive, and is readily available upon request;

Ensuring that each resident's right to fair and equitable treatment, self-determination, individuality, privacy, property, and civil rights, including the right to lodge a complaint are strictly enforced;

Implementing established resident care policies, personnel policies and other operational policies and procedures necessary to remain in compliance with required laws, regulations, and guidelines;

Serving as liaison to the governing board, medical staff and other professional and supervisory staff;

Evaluating and implementing recommendations from the facility's committees (i.e., Quality Assessment and Assurance, Safety, etc.);

Ensuring that an adequate number of personnel are employed to meet resident needs;

Ensuring that the facility admits only those residents for whom it can provide adequate care;

Maintaining his/her license on a current status as required by law and to maintain a copy of such license or registration on premises.

In the absence of the administrator, the assistant administrator, Lisa Queen, and the director of nursing, Arlene Massie, are authorized to act on the administrator's behalf.

Reviews accident/incident reports and assists with establishing an effective safety and accident prevention program.

Meets with assigned Directors and Department Managers on a regular basis to keep abreast of current issues, trends and other information.

Maintains current knowledge of State and Federal laws and regulations that apply to long term care.

Reviews monthly financial statements and takes corrective measures when necessary.

Demonstrates satisfactory level of interpersonal skills to interact with facility staff, administration, residents, families, vendors and government agencies.

Demonstrates knowledge of and respect for the rights, dignity and individuality of each resident in all interactions.

Demonstrates knowledge of emergency and disaster procedures of the facility.

EDUCATION AND/OR EXPERIENCE:

Minimum of a Bachelor's degree required; Master's degree in healthcare administration or related field preferred. Minimum of two years of progressively responsible nursing home management experience is required, and must possess an active nursing home administrator's license for the Commonwealth of Kentucky. Ability to demonstrate understanding of current regulations and trends in long term care and the healthcare field related to reimbursement and cost containment. Demonstrates excellent interpersonal and written communication and the leadership skills required. Thorough knowledge of Office of the Inspector General Standards and Medicare Reimbursement regulations

Persons who have been found guilty by a court of law of abusing, neglecting or mistreating individuals in a health care related setting are ineligible for employment in the position.

OTHER LONG TERM CARE REQUIREMENTS:

Attendance is exemplary and has 3 or less episodes of unscheduled absence per year.

Arrives at scheduled work time 95% or more of the time scheduled. Holds active administrator's license in the Commonwealth of Kentucky

Provides information and assistance to co-workers and other customers. Responds cooperatively to supervisory directions. Recognizes the vital role of customers in the organization and provides assistance, cooperation and service 100% of the time as formal/informal customer and resident feedback processes into the team members daily practice. Demonstrates safe practice including annual competency on equipment throughout daily work and responds to all drills according to policy. Competently completes the annual safety education course.

Presents a neat, clean appearance; always wears the approved name badge, adheres to the dress code 100% of the time.

Promotes and protects residents' rights; assists residents to make informed decisions; treats residents with dignity and respect; protects residents' personal belongings; reports suspected abuse or neglect; resolves grievances; supports independent expression, choice, and decision making consistent with applicable law and regulation.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

OTHER SKILLS AND ABILITIES: Ability to prioritize tasks/responsibilities and complete duties/projects within allotted time. Type to enter and retrieve resident information from the computer. Obtain and record personal educational achievements.

Demonstrates active listening techniques and gains support through effective relationships. Treats others with dignity and respect and seeks feedback often. Demonstrates ability in independent functioning and strong leadership.

LANGUAGE SKILLS: Ability to write reports, business correspondence, and policy and procedure manuals. Ability to effectively present information and respond to questions from groups of executives, managers, clients, customers, and the public.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY: Ability to define and solve problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in statistical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by a team member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the team member is occasionally required to sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; and talk or hear. The team member frequently is required to stand and walk. The team member is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.

Occasional physical effort with light to medium objects. Occasionally required to lift objects 10 to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those a team member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the team member is occasionally exposed to blood or other body fluids, fumes or airborne particles and toxic or caustic chemicals.

This job cannot be performed without exposure to the stresses associated with an intimate, 24 hour residential care environment that delivers care and services primarily to disabled and cognitively impaired residents. Examples of these stresses include, but are not limited to; shift rotation, weekend and holiday duty, unusual or impaired behavior by residents, family reactions to having a loved one in the nursing home, death and dying, oversight of state surveyors, ombudsmen and federal officials, presence of consultants and attorneys, and variable involvement of medical staff.

The noise level in the work environment is usually moderate.

APPLICATION PROCESS:

Interested candidates please submit resumes electronically to Daniel@logandevgroup.com