



**ESTES PARK MEDICAL CENTER
JOB DESCRIPTION**

POSITION: Nursing Home Administrator

LOCATION: Prospect Park Living Center

REPORTS TO: Chief Executive Officer - CEO

SUMMARY:

The Nursing Home Administrator is responsible for providing leadership and planning and is accountable for all activities and multidisciplinary teams of PPLC (subject to the rules and regulations promulgated by government agencies to ensure proper health care services to residents). The Administrator directs and coordinates all activities of PPLC to assure that the highest degree of quality care is consistently provided to the residents and acts as a liaison to the Chief Clinical Officer.

DUTIES:

1. Implements EPMC & PPLC Goals and objectives as determined and directed by the EPMC Senior Leadership Team (SLT).
2. Interprets personnel practices within policy guidelines and recommends changes as necessary. Approves all employee discipline and terminations in conjunction with HR director.
3. Maintains current knowledge of Medicare and Medicaid regulations.
4. Meets with licensing authorities as required and accompanies them throughout any survey of the center.
5. Authorizes purchases of supplies and equipment within budgetary guidelines established by the SLT and Board.
6. Promotes favorable public relations and represents the center in community; responsible for overall marketing of PPLC; development of the marketing plan; orients new employees to the marketing and public relations plan for PPLC.
7. Develops and maintains positive relationships with customers, relatives, and employees. Assures a positive and effective communication plan to enhance team work and quality care. Serves as a role model.
8. Serves as consultant on admission and discharge of residents.
9. Concerns self with the safety of all residents in order to minimize the potential for fire and accidents. Also, ensures that PPLC adheres to the legal, safety, health, fire, and sanitation codes by being familiar with role in carrying out PPLC's related plans, including familiarity with the current MSDS.
10. Oversees and guides managers and supervisors in the development and use of departmental P&P.



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11. personnel according to the established EPMC Human Resource policies.
12. Conducts committee meetings such as QA, ensuring documentation and follow up from these meetings.
13. Interviews and hires Directors and other staff positions within the center as necessary.
14. Assures a plan for staff orientation, education, recognition and retention.
15. Monitors financial reports and information of other departments and PPLC, then reports to the SLT and Board; implements corrective action and budgetary constraints as required.
16. Oversees and assists in the preparation of annual budgets for each department.
17. Makes customer service a priority for all residents and families so they receive the highest quality of service in a caring and compassionate atmosphere which recognizes the individuals' needs and rights.
18. Mentors and develops PPLC DON and other directors as part of succession plan and ensures DON is capable of providing NHA coverage in the absence of the NHA..
19. Participate in committees as assigned;
20. Perform in accordance with all local, state, and federal laws and regulatory agency standards;
21. Perform in accordance with EPMC vision, mission and goals;
22. All other duties as assigned.

COMPETENCIES:

Current Colorado RN license with five (5) years clinical nursing experience, including a minimum of two (2) years long term care with BS required. Masters preferred. Previous management/leadership experience required. Certified as Nursing Home Administrator

QUALIFICATIONS:

Previous management/leadership experience required.

Requirements are representative of minimum level of knowledge, skills and/or abilities. A review of this description has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties.

PHYSICAL REQUIREMENTS:

Climbing: Ascending or descending stairs using feet and legs and/or hands and arms as required for ordinary locomotion.

Balancing: Maintains body equilibrium to prevent falling when walking, standing, or crouching as needed for ordinary locomotion and maintenance of body equilibrium.

Stooping: Bending body downward and forward by bending at the waist. This factor is important since it occurs to a considerable degree and requires full use of the lower extremities and back muscles.



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Kneeling: Bending legs at the knees to come to a rest on knee or knees.

Crouching: Bending the body downward and forward by bending the leg and spine.

Crawling: Moving about on hands and knees or hands and feet.

Reaching: Extending hand(s) and arm(s) in any direction.

Standing: Standing for sustained periods of time.

Walking: Moving about on foot to accomplish tasks, particularly for long distances.

Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.

Pulling: Using upper extremities to exert force in order to draw, drag, haul, or tug objects in a sustained motion.

Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important since it occurs to a considerable degree and requires the substantial use of the upper extremities and back muscles.

Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand or arm, as in handling.

Grasping: Applying pressure to an object with the fingers and palm.

Feeling: Perceiving attributes of objects, such as size, shape, temperature, or texture, by touching with the skin, particularly that of fingertips.

Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed to other workers, accurately, loudly, or quickly.

Hearing: Perceiving the nature of sounds with no less than a 40 dB loss @ 500 Hz, 1,000 Hz, and 2,000 Hz with or without correction. The ability to receive detailed information through oral communication and to make fine discriminations in the sound, such as when making fine adjustments on machined parts or distinguishing alarm sounds.

Repetitive motions: Moving the wrists, hands, and/or fingers.

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. This position may require the use of arm and/or leg controls requiring exertion of forces greater than that for sedentary work.

Visual acuity: color, depth perception, and field of vision.

Clerical, administrative: This position deals largely with preparing and analyzing data and figures, accounting, transcription, computer terminals, extensive reading.

WORK ENVIRONMENT:

The worker is subject to inside environmental conditions and has protection from weather conditions but not necessarily from temperature changes.

The worker is occasionally subject to outside environmental conditions and has no effective protection from weather.

Must be able to work 8-12 hour shifts, flexibility in scheduling (weekends, days, evenings, nights).

Fluctuation in workload may create feelings of pressure/stress.



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Rapidly changing priorities may cause stress and need for flexibility.

Must be able to sustain normal medical center exposure to bacteria, viruses and fungi.

This is a job description, not an implied or expressed contract of employment.

ACKNOWLEDGMENT

I, _____, understand that I am expected to perform the duties listed in the Job Description.

Signature of Employee: _____ Date: _____