



JOB POSTING

ESTES PARK MEDICAL CENTER

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation or any other legally protected status.

DATE OF POSTING: 3-3-10

**POSITION TITLE: NURSING HOME ADMINISTRATOR
- THREE (3) DAYS/WEEK**

REPORTS TO: Chief Clinical Officer

SUMMARY: 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.

COMPETENCIES: 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. Develops and maintains positive relationships with customers, relatives, and employees. Assures a positive and effective communication plan to enhance team work and quality care. Serving as a role model for the Medical Center.

QUALIFICATIONS: Nursing home administration experience, including a minimum of two (2) years long term care; BS, BLS required. Masters preferred. Previous management/leadership experience required. Certified as Nursing Home Administrator

DUTIES:

1. Implements 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.
5. Serves as consultant on admission and discharge of residents.
6. 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 nursing home related plans, including familiarity with the current MSDS.
7. Oversees and guides managers and supervisors in the development and use of departmental P&P.
8. Monitors financial reports and information of PPLC and reports to the SLT and Board; implements corrective action and budgetary constraints as required.
9. Mentors and develops DON as part of succession plan and ensures DON is capable of providing NHA coverage in the absence of the NHA.

FOR MORE INFORMATION, PLEASE CONTACT HUMAN RESOURCES.