

The William Breman Jewish Home A Jewish Home Life Community Job Description

Position: Nursing Home Administrator/Executive Director

Department: Operations

Reports to: Chief Operating Officer

FLSA Status: Exempt

Summary: To lead and direct the overall operations of the skilled nursing community in accordance with customer needs, government regulations and company policies, with focus on maintaining excellent care for the residents while achieving the community's business objectives

Qualifications:

1. Current/active Georgia Nursing Home Administrator license
2. Undergraduate degree required. Healthcare major preferred
3. Minimum three (3) to five (5)
4. Ability to build a dedicated/engaged team members
5. Good communication skills with excellent self-discipline and patience
6. Good knowledge of Georgia nursing home, Medicare and Medicaid regulations
7. Genuine caring for and interest in elderly and disabled residents in a skilled nursing community
8. Competent in Point Click Care (PCC) software a plus
9. Competent in Microsoft WORD, EXCEL and POWERPOINT

Responsibilities:

1. Plan, develop, organize, implement, evaluate and direct the community's programs and activities in conjunction with community's operational budget and state and federal regulations.
2. Develop an environment that allows for creative thinking, problem solving, and empowerment in the development of a community management team.
3. Maintain a working knowledge of and confirm compliance with all governmental regulations.
4. Oversee regular rounds to monitor delivery of nursing care, operation of support departments, cleanliness and appearance of the community; morale of the staff; and ensure resident needs are being addressed.
5. Lead the community management staff and consultants in developing and working from a business plan that focuses on all aspects of community operations, including setting priorities and job assignments.
6. Exhibit positive customer service both to internal and external customers.
7. Develop positive relationships on behalf of the Company with government regulators, residents, families, other area health care providers, physicians and community at large.
8. Verify that the building and grounds are maintained appropriately and that equipment and work areas are clean, safe and orderly, and any hazardous conditions are addressed
9. Monitor each department's activities, communicate policies, evaluate performance, provide feedback and assist, observe, coach, and discipline as needed.
10. Utilize survey information, in addition to other source documents, to address areas of importance as defined by our customers.
11. Consult with department managers concerning the operation of their departments to assist in eliminating/correcting problem areas, and/or improvement of services.
12. Communicate budget guidelines and expectations to Department Managers.
13. Take initiative in evaluation, development and implementation of new business opportunities that meets the needs of the community and benefits the community/JHLC.

- 14. Recognize staff for exceptional care and job performance on a regular basis and as part of their formal performance evaluation.
- 15. Maintain confidentiality of resident and community records/information.
- 16. Manage community budgets and business practices to include labor costs, payables, and receivables.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the staff member for this job. Duties, responsibilities and activities may change at any time with or without notice.

Supervisory Responsibility: Supervises department heads of the community and others as appropriate.

Physical Requirements: Ability to lift up to 20 pounds; Ability to stand and sit for extended periods of time as needed.

Mental Requirements: Ability to supervise team members, make decisions on a regular basis with regards to the operations of the community, ability to interpret data and apply as necessary, ability to problem solve on situations that occur within the community.

Department Head

Date

Acknowledged:

Staff Member

Date