

Department: Horace Nye Home
Classification: Competitive
Grade: 10 M/C

SPEC DISK A4
DOCUMENT 7

ASSISTANT NURSING HOME ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting the Nursing Home Administrator in planning, organizing, directing, managing the operation, and implementing the policies of a nursing home. This includes assisting the administrator with making decisions, providing general supervision, programming, and where appropriate, integrating the services of the nursing home with the community's health resources. Work is performed under supervision of the Nursing Home Administrator in accordance with established policies with leeway for the exercise of independent judgment. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists the administrator in managing the operation of a nursing home;
Assists in recruiting, selecting and training competent personnel;
Assists in the development of and participates in programs designed for in-service education, on-the-job training, and orientation classes for newly assigned personnel;
Assists in the establishment and maintenance of an adequate accounting system that reflects operating costs of the facility;
Assists in preparing an annual operating budget for approval by the administrator and assists in allocating the resources to carry out programs and activities of the facility;
Assures that adequate financial records and cost reports are submitted to authorized government agencies as directed;
Authorizes the purchase of major equipment/supplies as approved by the administrator;
Makes written and oral reports/recommendations to the administrator concerning the operation of the facility;
Assumes the authority, responsibility and accountability of directing the facility's operation in the absence of the administrator;
Assists in determining departmental staffing, evaluating employee performance, and making recommendations to the administrator concerning wage and salary adjustments, hiring, terminations, transfers, etc.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the principles and practices of nursing home administration; working knowledge of modern institutional management and maintenance practices; working knowledge of institutional financial accounts and records; working knowledge of the general medical care field; ability to plan and direct the work of a large staff; working knowledge of the problems of caring for aged and infirm persons; ability to prepare clear and concise written and oral reports; emotional stability;

dependability; initiative; resourcefulness; physical condition commensurate with the demands of the position.

ASSISTANT NURSING HOME ADMINISTRATOR - Continued

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree.

SPECIAL REQUIREMENTS THAT MUST BE COMPLETED DURING THREE YEARS IN THIS POSITION:

Successful internship under the auspices of the New York State Board of Examiners of Nursing Home Administrator-in-Training (AIT) Program.

Revised: 09/25/00