

Department: Horace Nye Home

SPEC

DISK A4

Classification: Unclassified

DOCUMENT

28

Grade: Ungraded

## NURSING HOME ADMINISTRATOR

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for the general administration of a nursing home. This is an administrative position involving responsibility for planning, organizing, directing, managing the operation and implementing the policies of a nursing home. This includes making operating decisions, providing general supervision, employing and discharging staff, programming and where appropriate integrating the services of the nursing home with the community's health resources. Work is performed in accordance with established policies with wide leeway permitted for the exercise of independent judgment. Administrative direction is received from the County Manager or designee. Incumbent does related work as required.

### **TYPICAL WORK ACTIVITIES: (Illustrative only)**

Directs the daily operations of the nursing home;

Directs and integrates the activities of various units of the nursing home;

Supervises the purchase of supplies and equipment and maintains appropriate inventories;

Supervises the physical operation of the nursing home including the direction of maintenance and repairs;

Participates in the preparation of the annual budget and the maintenance of supporting accounting records;

Ensures that the nursing home is in compliance with code requirements;

Personally explains nursing home policies and regulations in cases of non-compliance and posts general notice of regulations to patients, relatives, visitors and staff;

Cooperates with hospitals and nursing homes in the area to implement programs of in-service or other training for staff members;

Periodically inspects buildings, equipment and service areas in order to direct needed repair and maintenance work;

Negotiates vendor contracts;

Plans for future growth and development;

Keeps abreast of regulatory changes and practices in the field of long term care;

Prepares and/or oversee preparation of clear and concise oral and written reports.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

## **CHARACTERISTICS:**

Good knowledge of the principles and practices of nursing home administration;  
Good knowledge of modern institutional management and maintenance practices;  
Good knowledge of institutional financial accounts and records;  
Good knowledge of the general medical care field;  
Good knowledge of institutional financial accounting and records;  
Good knowledge of the problems of caring for aged and infirm persons;  
Ability to plan and direct the work of a large staff;  
Ability to prepare clear and concise written and oral reports;  
Emotional stability, dependability, initiative, resourcefulness;  
Physical condition commensurate with the demands of the position.

## **MINIMUM QUALIFICATIONS:**

Certification and licensure to practice as Nursing Home Administrator in New York State.

As revised:  
7/24/2002