

ASSISTANT NURSING HOME ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position involving responsibility for assisting in the planning, organization, coordination, and administration of the operation of a nursing facility. The work includes assisting with the implementation of facility policies and procedures, coordinating the activities of various units, supervising assigned staff, monitoring facility operations, assisting with budget and purchasing activities, and ensuring compliance with applicable laws, regulations, and established policies. The incumbent works under the general direction of the Nursing Home Administrator and exercises independent judgment in carrying out responsibilities. An Assistant Nursing Home Administrator does related work as required.

TYPICAL WORK ACTIVITIES:

- Assists the Nursing Home Administrator in directing the activities of various units of the nursing home;
- Supervises assigned staff and assists the Nursing Home Administrator in the evaluation of employee performance, training, scheduling, and the resolution of personnel matters;
- Assists in the implementation and enforcement of nursing home policies, procedures, rules, and regulations;
- Monitors compliance with applicable federal, state, and local laws, regulations, and standards governing the operation of the nursing home;
- Participates in the preparation of the annual operating budget and monitors expenditures and supporting financial records for assigned areas of responsibility;
- Assists in supervising the purchase, receipt, distribution, and inventory of supplies, equipment, and other materials;
- Explains nursing home policies, procedures, and regulations to residents, relatives, visitors, and staff and assists in addressing instances of noncompliance;
- Coordinates communications and activities among nursing home departments and with hospitals, health care providers, community agencies, and other organizations;
- Assists with the development and coordination of in-service training and other educational programs for nursing home staff;
- May be assigned as Nurse Aide Training Program Coordinator if facility offers a training program.

FULL PERFORMANCE KNOWLEDGES, 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; ability to plan, coordinate, and supervise the work of staff; good 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.

MINIMUM QUALIFICATIONS: Possession of a license issued by the State of New York to practice as a Registered Professional Nurse and either:

- A) Possession of a Bachelor's degree in nursing and three (3) years of experience in professional nursing activities, two (2) years of which shall have been in a supervisory position;

OR

- B) Possession of an Associate degree in nursing and five (5) years of experience in professional nursing activities, two (2) years of which shall have been in a supervisory position.

SPECIAL REQUIREMENT FOR NURSE AIDE TRAINING PROGRAM COORDINATOR:

Per 10 NYCRR 415.26(d)(1)(i), a Nurse Aide Training Program Coordinator shall mean a person who is assigned the administrative responsibility and accountability for the RHCF nurse aide training program. The program coordinator (PC) shall be a registered professional nurse with at least two years' experience in a nursing home and demonstrated competency to teach adult learners as evidenced and documented by at least one of the following:

- a) Completion of a professionally recognized course in teaching adult learners or New York State Education Department teacher certification; or
- b) Two years of experience teaching nursing or nursing related programs to adults in an academic setting approved by the State Education Department or other recognized accrediting body; or
- c) Two years of experience teaching nurse aides in a residential health care facility.

CATTARAUGUS COUNTY CIVIL SERVICE

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