

## ASSOCIATE ADMINISTRATOR FOR CLINICAL SERVICES

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position involving responsibility for planning, organizing, directing, and supervising the clinical departments of a skilled nursing facility. 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. The work is carried out under the general direction of the Administrator of Record (AOR) of the facility. An Associate Administrator for Clinical Services does related work as required.

### TYPICAL WORK ACTIVITIES:

- Directs all phases of the Department of Nursing Homes on a full time basis to insure complete and competent nursing care for residents;
- Coordinates the clinical departments with other activities of the facility;
- Coordinates with Administrator and other professional personnel to assist in establishing and reviewing policies, programs, and procedures;
- Makes contacts as necessary with nurses, physicians, residents, and relatives of residents regarding the care of residents and related activities;
- Conducts conferences with professional staff to plan, interpret, and review policies, programs, and procedures;
- Evaluates the quality and quantity of the clinical services rendered in the facility;
- Recommends physical facilities, equipment, and supplies needed on the clinical services;
- Oversees and may participate in the in-service training program(s);
- Assists in the preparation and control of the clinical services departmental budgets;
- Keeps abreast of new developments in medical science and nursing in order that necessary changes and adaptations may be promptly initiated and effectively executed;
- Conducts pre-employment and terminating interviews with clinical services personnel;
- Conducts correspondence, keeps records, and submits a variety of reports related to the clinical services;
- Performs all duties of Nursing Home Administrator in the absence of the Administrator of Record, including being "on call" during non-duty days/hours.

### 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 professional nursing techniques and their relation to medical and surgical practices of nursing administration; good knowledge of institutional financial accounts and records; ability to supervise the administration of therapeutic measures provided; demonstrated ability to supervise the work of others; ability to prepare clear and concise written and oral reports; ability to plan and direct the work of a large staff; emotional stability; dependability; physical condition sufficient to perform the essential functions of the position.

### MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered four (4) year college or university with a Bachelor's Degree in Nursing and three (3) years of experience in professional nursing activities, one (1) year of which shall have been in a supervisory position;

And

B) Possession of a license issued by the State of New York to practice as a Registered Professional Nurse;

And

C) Possession of a license to practice as a Nursing Home Administrator in New York State.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 9/26/02