

DIRECTOR, DEPARTMENT OF NURSING HOMES

DISTINGUISHING FEATURES OF THE CLASS: This is a managerial position involving responsibility for formulating policy and organizing and directing the operations of two separate nursing facilities, one in Olean, New York, with 120 beds, and one in Machias, New York, with 115 beds. The incumbent insures that a high level of professional health care is provided within County facilities and that the physical operations of facilities is accomplished in accordance with established policies and standards. The work is performed under the general direction of the County Legislature with broad leeway allowed for the exercise of independent judgement in accomplishing goals consistent with the intent of the legislature. Supervision of the department is conducted through the Nursing Home Facility Administrators. A Director, Department of Nursing Homes does related work as required.

TYPICAL WORK ACTIVITIES:

- Plans and directs the activities of the facilities within the department;
- Oversees the physical operation of facilities including the direction of maintenance and repairs;
- Confers with administrative and supervisory personnel regarding the operation and administrations of the facilities;
- Oversees the preparation of budgets and the expenditure of funds;
- Oversees the purchase of supplies and equipment and the maintenance of appropriate inventories;
- Appoints qualified persons to positions of employment and may remove such persons in accordance with applicable laws;
- Administers terms and conditions of employment as contained in collective bargaining agreements covering health care personnel;
- Develops written policies, procedures, and standards for the department;
- Ascertains through personal inspection that persons residing in the facilities are receiving proper care;
- Confers with representatives of local, state, and federal agencies regarding the operation and coordination of Department activities;
- Keeps abreast of new developments in medical science and nursing home management in order that necessary changes and adaptations may be promptly initiated and effectively executed.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the principles and practices of nursing home administration; thorough 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 and direct the work of a large staff; thorough 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 sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Either:

A.) Graduation from a regionally accredited or New York State registered college or university with a master's degree in business or public administration, health care administration, or a health-related field and four years of managerial experience in the health care field, two years of which shall have been experience within the nursing home industry gained within the last six years;

OR

B.) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in business or public administration, health care administration, or a health-related field and five years of managerial experience in the health care field, two years of which shall have been experience gained within the nursing home industry within the last six years;

OR

C.) Graduation from a regionally accredited or New York State registered college or university with an associate's degree in business or public administration, health care administration, or a health-related field and seven years of managerial experience in the health care field, two years of which shall have been experience gained within the nursing home industry within the last six years;

OR

D.) Possession of a license to practice Nursing Home Administration in New York State and four years of managerial experience in the health care field, two years of which shall have been in the nursing home industry.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

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