

Stephenson County, Illinois – Nursing Center Administrator

Stephenson County, IL (47,711) is located in northwest Illinois with the City of Freeport as the county seat. Stephenson County, IL is seeking a qualified professional to serve as Nursing Center Administrator for the Stephenson County Nursing Center. The Nursing Center is a 148-bed, licensed facility providing intermediate, skilled, respite stay, short or long term, and Alzheimer's care in accordance with federal, state, and local standards.

The successful candidate will oversee all activities of a nursing home in accordance with established policies and federal and state guidelines. Will be responsible for overall operations, leadership, management, staffing, and success of the facility; oversees financial management, quality assurance, regulatory management, business development goals and maximization of revenue, family relations, and resident care; supervision is exercised over all nursing home personnel.

A current/active Illinois State Nursing Home Administrator's License is required.

A bachelor's degree in Health Care Administration or Business Administration is preferred.

A minimum of (2) two years experiences in a healthcare supervisory role, with corresponding knowledgeable of reimbursement regulations and nursing practices and procedures, as well as laws, regulations, and guidelines pertaining to nursing facility administration.

Track record of collaborative and collegial working relationship with others.

Residency within Stephenson County is not required, but preferred.

Stephenson County offers a competitive benefits' package and is an Equal Opportunity Employer.

Salary: DOQ. For a complete list of qualifications, please review the position description on the County's website at www.co.stephenson.il.us. Send resume, cover letter, salary requirements, and contact information for five professional references by February 15, 2018 to Jim Snider, County Administrator, 50 W Douglas Street, Suite 1002, Freeport, IL 61032 or email to: jsnider@co.stephenson.il.us.



NURSING CENTER ADMINISTRATOR POSITION DESCRIPTION

POSITION OBJECTIVE:

Directs day to day operations of the Stephenson County Nursing Center, a county-owned 148-bed, licensed facility providing intermediate, skilled, respite stay, short or long term, and Alzheimer's care in accordance with federal, state, and local standards. The Nursing Center Administrator is expected to assure the highest degree of quality care be provided to our residents at all times.

NATURE AND ESSENTIAL FUNCTIONS:

The Administrator reports to the Stephenson County Administrator. Reporting to Nursing Center Administrator position are the Director of Quality Assurance and Staff Development, the Director of Environmental Services, the Food Service Director, the Director of Nursing, the Social Services Director, the Activity Director, the Marketing and Admissions Director, the Business Manager, the Maintenance Director, and the Human Resources Director. The Administrator shares with the Director of Nursing in the supervision of the MDS Coordinator, the Restorative Care Coordinator, and the Care Plan Coordinator.

Minimum requirements necessary to effectively carry out position responsibilities requires the Administrator to be licensed as a Nursing Home Administrator in the State of Illinois and have extensive experience in administration of a long-term care facility; considerable knowledge of Federal and State licensure requirements for Nursing Center operations, and respects for the principles of resident rights, confidentiality, EEO and ADA.

Must have strong interpersonal skills and work cooperatively, collegially and collaboratively with staff, residents, families, county board and others in the community.

Develops and maintains skills as necessary to keep current with technology and profession. Utilizes "best practice" approach.

Other duties as assigned.

- Directs the provisions of care and ensures skilled, intermediate including a 24 bed dementia unit on a 24-hour basis and ensures a smooth, high quality and professionally acceptable operations.

- Ensures that the care and services provided meet the satisfaction of the residents, their families and physicians, thus minimizing complaints, licensure violations and lawsuit.
- Develops and implements Nursing Center policies and procedures to comply with Federal, State, and Local requirements and to fulfill licensure certification standards.
- Hires, monitors and directs the activities of several managerial positions within the Nursing Center. This position continuously analyzes departmental operations, evaluates the environment and equipment necessary for effective functioning and implements any necessary procedural change.
- Oversees the preparation of and adherence to the Nursing Center annual budget and all applicable county ordinances.
- Investigates revenue sources, including grant writing, re-adjusts and re-directs services to maximize reimbursement and completes all required documentation to this effect.
- Strives to maintain a high occupancy rate with payer sources to cover annual budget expenses.
- Confers with the Medical Director and other Nursing Center consultants as necessary.
- Responsible for making admission decisions of a complex nature, problems with resident's occupancy, waiting list inquiries.
- Serves in a problem solving capacity with regard to Nursing Center operations at the departmental level, union relations, and employee grievances.
- Makes decisions pertaining to physical plant problems, i.e. equipment replacement, repairs and redecorating.
- Responsible for a safety program to prevent fire and injury to residents, staff, and visitors and to maintain a safe and hazard free environment in the Nursing Center. Program directives must comply with Illinois Department of Public Health regulations and State Fire Marshall directives as well.
- Strives to retain a reputation for quality care while remaining locally competitive. Some typical problems the Administrator encounters is continuous monitoring the changes in the various regulations and standards as specified by the Illinois Department of Public Health and the Center for Medicare and Medicaid.

- Complies with budget projections, revenues and expenses to support justification to the Nursing Center Committee.
- Meets with community groups and hospital administrators to develop admission criteria, needed changes to policies and procedures, evaluate equipment necessary for effective functioning; and plans for new or expanded programs that meet community needs for geriatric services.
- Acts as liaison to the Nursing Center Foundation to maximize their efforts in volunteer hours and donated monetary projects that benefit the Nursing Center. The Administrator plans and oversees capital improvements.
- Stays abreast of health care trends in service and financing. The Administrator maintains contacts with the Illinois Department of Public Health and Public Aid with regard to licensure requirements, complaints, inspections, etc.
- Subject to the annual budget of the Nursing Center, the Administrator has total responsibility for Nursing Center operations with regard to staffing, payroll and benefits administration, in-service education, budget review and analysis and operational and capital expenditures. The Administrator researches and makes recommendations to the Nursing Center Committee for personnel policy changes, salary increases in excess of the annual budget, staffing increases, annual budget amendments, and resident rate increases, outside contractual services, major capital improvements and grants.

PHYSICAL DEMANDS:

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to move intermittently through the workday
- Must be able to cope with the mental and emotional stress of the position
- Must function independently, have flexibility, personal integrity, and the ability to work effectively with residents, personnel, and support agencies
- Must be able to push, pull, move, and/or lift at minimum of 25 pounds to a minimum height of 5 feet and be able to push, pull, move and/or carry such weight a minimum distance of 50 feet.

EDUCATION, EXPERIENCE, AND OTHER JOB REQUIREMENTS:

- A current/active Illinois State Nursing Home Administrator License.
- A Bachelor's Degree in Public Health Administration or Business Administration (preferred).
- A minimum of (2) two years' experience in healthcare supervisory role.
- Must be knowledgeable of reimbursement regulations and nursing practices and procedures, as well as laws, regulations, and guidelines pertaining to nursing facility administration.
- Must possess the ability to make independent decisions
When circumstance warrant such action
- Must be able to communicate policies, procedures, regulations, reports, and the like.
- Residency within Stephenson County is not required, but preferred.