

Job Order Advertisement

Job Order: _____ Print Date: 02/21/2017
Job Title: Nursing Home Administrator / Executive Director
Type of Job: _____
Job Time Type: Full Time (30 Hours or More)

OVERVIEW:

The Administrator is appointed by the Board of Directors to act on its behalf to promote and run the Green House community embracing the philosophy of long-term care culture change. The Administrator oversees and monitors the quality of care and quality of life of the elders in the Green House community while ensuring compliance with regulations, competencies, and operational issues.

QUALIFICATIONS AND SKILLS:

- Master's Degree in Health Care Administration (or related field) preferred.
- Bachelor's in Business Administration, Health Care Administration or related field required.
- Current license as a Wyoming Licensed Nursing Home Administrator or a temporary license for a period not to exceed six months.
- Familiar with Medicare/Medicaid rules and regulations
- Experience in long-term care operations and service delivery (three or more years preferred)
- Basic computer skills

TRAINING:

- Attains all policies, operations and procedures listed in the Green House Implementation Manual and participate in Green House training, when necessary.
- Maintains ongoing education to meet State of Wyoming Administrator license requirements.

RESPONSIBILITIES:

Overall Organizational Performance

- Ensure that policies and procedures are developed, implemented, monitored and evaluated in order to maintain compliance with directives of governing entities (i.e., OSHA, ADA, Life Safety Code, HIPAA, EEOC, FLSA, CMS, State Agencies/Licensing).
- Promote elders and families/responsible parties' satisfaction with quality of care and quality of life.
- Conduct administrative review of State survey outcomes to develop appropriate response (i.e., Preparation of plan of correction, preparation of documentation for Informal Dispute Resolution [IDR]).
- Ensure that nursing, food, medical, social, activity, rehabilitation, and health information services are planned, implemented, and evaluated to maximize elder quality of care and quality of life.
- Identify areas of potential legal liability, and develop and implement an administrative intervention or risk management program to minimize or eliminate exposure.
- Develop or influence a strategic planning process to ensure viability of GHLS community.
- Identify, monitor and ensure that quality indicators and quality assurance programs are utilized to maximize effectiveness in elder care and services.

Community Leadership

- Represents GHLS well to its constituencies, including elders/families/government agencies, funders, and the general public.
- Establishes and makes use of working relationships with organizations and individuals in the field.

Administration and Human Resources

- Establishes and leads an effective management team.
- Ensures compliance with relevant workplace and employment laws.
- Oversees the process to assure that licensed employees and credentialed health care providers maintain current licenses and documentation, as required, and that appropriate background checks are conducted.
- Ensures that human resource management policies and programs are planned, implemented and evaluated in compliance with governmental entities, laws, and regulations (i.e., job descriptions, education programs).
- Ensure the development and implementation of employee health and safety programs to provide a safe work environment (i.e., risk management, OSHA, Workers Comp).
- Leads staff in maintaining a climate of excellence, accountability, and respect.

Safety & Security

- Assume responsibility for the general safe operation of the GHLS buildings and grounds.
- Ensures the planning, implementation and evaluation of environmental safety and emergency programs that will maintain/protect the safety, health, and welfare of elders, visitors, staff, and property.
- Assure that all staff understand, and are trained in all applicable safety rules and guidelines for long term care organizations.

Marketing & Community Relations

- Develop a coordinated plan for the marketing, sales and promotion of the Community with the primary goal of educating and informing the community.
- Involve GHLS in community activities which enhance marketing outcomes.
- Maintain active and effective liaison with the volunteer and partner networks.
- Become active in peer associations and government action groups related to the mission of GHLS.
- Maintain an adequate supply of advertising brochures and information.

Financial Sustainability and Mission Impact

- Develop and implement financial policies, procedures, and systems to monitor financial performance (i.e., accounts payable/receivable, resident trust).
- Ensure protection of facility assets (i.e., insurance coverage and risk management).
- Ensure training of staff regarding financial management of departmental budgets.
- Participate in development of annual operating and capital budgets to effectively utilize fiscal resources, and assumes responsibility for operation of GHLS within the established budgets.
- Sees that official records and documents are retained, and assures compliance with federal, state and local regulations (i.e., Form 990, USDA reports, payroll withholding).
- Work with board treasurer to assure timely payment of bills, appropriate accounting and audits are completed.
- Works closely with the Financial Manager and company accountant to ensure systems and procedures are in place for accurate financial decision making.
- Understands and implements quality control via the use of dual control for financial transactions on behalf of GHLS.

Physical Environment and Atmosphere

- Ensures that a system for maintaining and improving buildings, grounds and equipment is planned, implemented, and evaluated.
- Ensure that a comprehensive preventative maintenance program is developed and implemented.
- Ensures that the facility provides a clean, attractive and home-like environment for elders, staff, and visitors.
- Ensures development, implementation, and review of environmental policies and procedures.
- Identify, monitor and ensure that quality assurance programs are utilized to maximize effectiveness in

environmental services.

Board of Directors

- Sees that board members are kept fully informed in a timely way on the condition of the organization and important factors influencing it.
- Sees that board committees are appropriately supported.
- Meets with the board at least monthly to review financial as well as operational functions.
- Participates in strategic planning with the Board.
- Jointly with the president and other officers, conducts official correspondence for GHLS, and jointly with designated officers executes legal documents appropriately.

Minimum Age:	None		
Hiring Requirements:	Background Checks, Reference Checks		
Education Level:	Bachelor's Degree in Business Administration or similarly related degree		
Driver's License Required:	No		
Minimum Salary:	\$36.00 Hour	Maximum Salary:	\$43.00 Hour
	\$75,000 Annual		\$89,440 Annual
Pay Comments:	Will discuss with each applicant.		
Benefits:	Medical, Dental, Vision, Enhanced PTO and Holidays.		
Job Application Methods Accepted:	Shown below.		
Company Website:	http://www.sheridangreenhouse.org		

Application Comments: Employment Applications available at Green House Living for Sheridan or online at www.sheridangreenhouse.org. Once completed applicants may return the application in-person or via email to HR Manager at Green House Living for Sheridan (email address is cdempsey@sheridangreenhouse.org). Qualified candidates will be contacted for a personal interview.

Employer Information:

Alternative Elder Living, Inc. dba Green House Living for Sheridan
2311 Shirley Cove
Sheridan, WY 82801

Contact: Chris Dempsey

Phone: (307) 672-0600 or Fax (307) 675-1852

