DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position involving responsibility for planning, organizing, directing, and managing the operation and implementing of policies of Pine Haven Home. This includes making operating decisions, providing general supervision, employing and discharging staff, programming and where appropriate, integrating the services of the Nursing Facility with the community's health resources. Work is performed in accordance with established policies with wide leeway for the exercise of independent judgement. The incumbent receives general supervision from the County Board of Supervisors and the County Health Committee. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Directs the activities of various units of the nursing facility;

Supervises the purchase of supplies and equipment and maintains appropriate inventories;

Supervises the physical operation of the Nursing Facility including the direction of maintenance and repairs;

Participates in the preparation of the annual budget and the maintenance of supporting accounting records;

Personally explains policies of the Nursing Facility and all regulations in cases of non-compliance and may post notices of regulations to patients, relatives, visitors and staff;

Cooperates with hospitals and nursing homes in the area to implement programs of in-service or other training of staff members;

Periodically inspects buildings, equipment and service areas in order to direct needed repair and maintenance work;

Cooperates with hospitals, Nursing Facilities, educational institutions and planning agencies to develop interagency knowledge and resources for area-wide long term planning.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of the principles and practices of Nursing Facility 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 and direct the work of a large 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:

A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree including or supplemented by successful completion of an approved course of study and two (2) years of full-time paid experience and supervision of a large facility in the implementation and administration of the programs and services of a Nursing Facility providing care to the aged and/or infirm; OR

B. Graduation from high school and the successful completion of an approved course of study and seven (7) years of full-time paid experience and supervision of a large facility in the implementation and administration of programs and services of a Nursing Facility providing care to the aged and/or infirm; OR

C. An equivalent combination of experience and training as indicated in A. and B. above.

NOTE: An approved course of study as described in Section 96.8 of the Administrative Rules and regulations of the New York State Department of Health.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS: Eligibility for a license to practice as a Nursing Home Administrator in New York State. Possession of the license is required at the time of appointment.

NOTE: One (1) year of appropriate education as determined by the Board of Examiners of Nursing Home Administrators completed beyond the high school level may be substituted for one (1) year of the field experience up to a maximum of four (4) years.