

**VETERANS NURSING HOME ASSISTANT ADMINISTRATOR****Nature of Work**

Under administrative direction, performs professional duties assisting the Veterans Nursing Home Administrator in managing, directing and supervising both medical and non-medical services and programs of a State Veterans' Nursing Home. Interprets and applies policies to specific situations in the daily operation of the facility. Work is performed under general supervision of the administrator and is reviewed through various conferences, correspondence and reports. Performs related work as required.

**Examples of Work**

Assists in managing all administrative programs, both medical and non-medical services; serves as liaison between the administrator and the medical and non-medical staff.

Implements policies and procedures, as directed by the administrator, for each discipline or department as they pertain to state and federal regulations.

Makes periodic inspections of the State Nursing Home to assure the established policies and procedures are being implemented and followed and reports findings to the administrator.

Represents the administrator as a spokesperson for the State Nursing Home.

Assists in coordinating the business management of the State Nursing Home; assists in the preparation of the facility budget.

Ensures that patients' rights are protected; ensures state and federal health and safety standards are observed at the State Nursing Home.

Participates on and ensures the effective functioning of committees required by the state and federal regulatory agencies; serves on committees engaged in planning activities affecting both long-term and short-term goals of the State Nursing Home.

Addresses civic and professional groups on the services and operation of the State Nursing Home and its relation to the community.

Negotiates various service contracts associated with appropriate services provided by the facility.

Writes reports, conducts surveys and compiles information concerning the activities of the State Nursing Home.

May establish and/or modify procedures regarding the facility operations.

**VETERANS NURSING HOME ASSISTANT ADMINISTRATOR (CONT'D)**

**Knowledge, Skills, and Abilities**

- Knowledge of federal and state laws governing the administration of a State Veterans' Nursing Home.
- Knowledge of the rules, regulations, policies and procedures of the agency.
- Knowledge of the principles and practices of public, business or health care administration.
- Knowledge of management practices involved in business and personnel administration.
- Knowledge of health care trends.
- Ability to formulate and initiate plans and procedures pertaining to the operation of the State Nursing Home.
- Ability to direct varied resources to effectively achieve goals.
- Ability to coordinate, direct and supervise professional and non-professional personnel.
- Ability and skill appropriate to communicate with civic, professional and private groups in public relation activities and to represent the facility in community activities.
- Ability to communicate effectively both orally and in writing.

**Minimum Qualifications**

**Training:** Bachelor's degree from an accredited college or university.

**Substitution:** Experience as described below may substitute for the required training on a year-for-year basis.

**Experience:** Four years of full-time or equivalent part-time paid professional experience in health care administration, at least two years of which must have been in a supervisory or administrative capacity.

**Special Requirement:** Must possess a valid license as a Nursing Home Administrator issued by the State of West Virginia.

Established: 06/27/02

Effective: 07/01/02