

VETERANS NURSING HOME ADMINISTRATOR**Nature of Work**

Under general direction, performs complex administrative work managing and directing the medical and non-medical operations of a State Veterans' Nursing Home. Directs, assigns and evaluates the work performance of subordinate personnel engaged in programmatic and administrative responsibilities. Work involves operating the facility within the regulations, policies and guidelines of the department as well as complying with any state and federal regulations. The position has a wide latitude of authority to structure and monitor the work in the facility. Performs related work as required.

Examples of Work

Manages all administrative programs, both medical and non-medical services.

Coordinates and oversees the development and implementation of policies and procedures for each discipline or department as they pertain to state and federal regulations.

Coordinates the business management of the State Nursing Home with designated staff members; directs the preparation and justification of the facility budget; directs the budgeting, purchasing, and personnel activities.

Oversees the work of both professional and non-professional staff.

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

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

Reviews facility operations and makes improvements of the various functions.

Participates in and encourages community involvement with the State Nursing Home; represents the facility before boards, community service organization and media.

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.

VETERANS NURSING HOME ADMINISTRATOR (CONT'D)

Knowledge, Skills, and Abilities (cont'd)

Knowledge of principles and practices of modern personnel administration.

Knowledge of health care trends.

Ability to formulate and initiate those plans and procedures pertaining to the operation of the State Veterans' Nursing Home.

Ability to direct varied resources to effectively achieve goals.

Ability to direct a large staff of 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: Six years of full-time or equivalent part-time paid professional experience in health care administration, at least four years of which must have been as a nursing home administrator or nursing home assistant administrator.

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