

## **Administrative Professional Guidelines**

For Evaluating (1000) Hours Administrative Position in a Long Term Care Setting (3.2.4.a)

### **A. Planning**

- Engage in short term or long term planning of a long term care facility. Short term organizing of the day to day details of business related events. Long term planning establishing goals of the organization: (budget, census, financials)

### **B. Organizing:**

- Help keep the business organized and delegate tasks to appropriate personnel. The end result is a coordinated work environment.

### **C. Directing:**

- Direct staff to facilitate the achievement of an organization goal. Involves allocating resources that ensure employees can perform their duties. An important aspect of administrative direction is establishing strong channels of communication among employees.

### **D. Staffing**

- Determining staffing needs and filling open positions with appropriate personnel. Write job descriptions, recruit new workers, and assist with employment interview process.