

## **DEPUTY NURSING HOME ADMINISTRATOR FOR ADMINISTRATION SERVICES**

**DISTINGUISHING FEATURES OF THE CLASS:** This is an administrative position involving responsibility for assisting in the overall management and operation of a nursing home, including participating in directing, managing, implementing policies. General direction is received from the Nursing Home Administrator. Supervision is exercised over the work of employees. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Assists in directing the daily operations of the nursing home;  
Assists in directing the activities of various departments of the nursing home;  
Maintains current Policies and Procedures manual to conform to regulations;  
Explains nursing home policies and regulation in cases of noncompliance and posts general notices of regulations to residents, relatives, visitors, and staff;  
Cooperates with hospitals and other nursing homes to implement programs of in-service or other training for staff members.  
Inspects buildings, equipment, and service areas periodically in order to direct needed repair, housekeeping, and maintenance work;  
Attends various committee and board meetings;  
Interacts with members of the Legislature and Legislative committees to educate them on long-term-care issues and advocate for nursing home residents;  
Interacts with the Executive, Legal, and Budget and other Departments of Broome County Government;  
Keeps abreast of regulatory changes and practices in the field of long-term-care;  
Prepares clear and concise oral and written reports;  
Keeps Administrator informed regarding pertinent issues;  
Provides support and direction to staff members who express personal and/or professional concerns;  
Assumes the responsibility of the Nursing Home Administrator in his/her absence;  
Serves as community and agency public relations representative for nursing home;  
Other responsibilities as assigned.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the problems of caring for and commitment to serving aged and infirmed individuals;  
Good knowledge of the principles and practices of nursing home administration;

Working knowledge of modern institutional management and maintenance practices;  
Working knowledge of the general health care industry;  
Working knowledge of the State and Federal Nursing Home Code;  
Ability to prepare clear and concise written and oral reports;  
Physical condition commensurate with the demands of the position;  
Excellent communication and problem solving skills.

**MINIMUM QUALIFICATIONS :**

- A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree and one year of experience as a supervisor in the health care field; OR
- B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and three years of experience as a supervisor in a licensed nursing home; OR
- C) An equivalent combination of training and experience as indicated within the limits of A) and B) above.

SPECIAL REQUIREMENTS: Licensure and current registration to practice as a Nursing Home Administrator in New York State at the time of hire OR must actively work to obtain license within 24 months of hire date.