

ASSISTANT ADMINISTRATOR FOR CLINICAL SERVICES

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position involving responsibility for planning, directing, and supervising over-all institutional activities as they apply to clinical services. Administrative direction is received from the Nursing Home Administrator with wide leeway allowed for exercise of independent judgment. Supervision and direction is exercised over all clinical services personnel assigned by the Administrator. Incumbents are required to assume responsibility for the nursing home in the absence of higher level administrators and as assigned. Does related work as required.

TYPICAL WORK ACTIVITIES:

Directs all phases of clinical services to insure complete and competent care for residents;
Coordinates the nursing service with other divisions of the facility;
Sets standards for nursing practice and determines resident care policies;
Supervises all nursing service personnel including pre-employment and terminating interviews, performance appraisals and evaluations;
Evaluates the quality and quantity of the nursing services rendered in the institution;
Plans, directs, and participates in the in-service training program, including orientation of new nursing personnel and continuing staff development;
Assists in the preparation and control of the nursing service budget;
Confers with facility administrator and other administrative and professional personnel to assist in establishing and reviewing policies, programs and procedures;
Makes contacts as necessary with clinical services personnel, physicians, residents and relatives of residents regarding the care of residents and related activities;
Conducts conferences with staff to plan, interpret, and review policies, programs, and procedures;
Recommends physical facilities, equipment and supplies needed to carry on the clinical services;
Keeps abreast of new developments in medical science and nursing in order that necessary changes and adaptations may be promptly initiated and effectively executed;
Attends seminars and in-service as required to promote professional growth;
Conducts correspondence, keeps records and submits a variety of reports;
Assumes responsibility for the nursing home in the absence of the Nursing Home Administrator or Assistant Nursing Home Administrator.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of professional nursing techniques and their relation to medical and surgical practices and other clinical services;
Through knowledge of modern principles and practices of nursing administration;
Thorough knowledge of institution business management practices related to nursing service;
Skill in organization;
Ability to supervise the administration of therapeutic measures prescribed;
Ability to coordinate the clinical services provided to residents;
Ability to supervise the work of others;
Mental alertness;
Patience;
Emotional stability;
Sympathetic attitude toward the needs and characteristics of facility residents;
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 Master's degree in nursing, health administration or closely related field and two years of professional nursing activities, one of which must have been in a supervisory capacity; or
- B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in nursing, health administration or closely related field and four years of professional nursing activities, one of which must have been in a supervisory capacity; or
- C) Licensure as a Registered Nurse and six years experience as indicated in A) and B) above which shall have included two years in a supervisory capacity; or
- D) An equivalent combination of training and experience as indicated within the limits of A), B) and C) above.

SPECIAL REQUIREMENT: Licensure by the State of New York as a Registered Professional Nurse is required at the time of appointment.

Incumbent in this position are required by the County Legislature to reside within the county of Broome at all times during their employment in the title.