

Jurisdictional Class: Competitive
Adopted: August 10, 1977
Revised: May 28, 2010

NURSING HOME ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position involving responsibility for planning, organizing, directing, managing the operation, and implementing the policies of a nursing home. This includes making operating decisions, providing general supervision, employing and discharging staff, programming, and, where appropriate, integrating the services of the nursing home with the community's health resources. Work is performed in accordance with established policies with wide leeway permitted for the exercise of independent judgment. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Administers the philosophy of the nursing home;
Directs the activities of all units of the nursing home;
Supervises the purchase of supplies and equipment and maintains appropriate inventories;
Supervises the physical operation of the nursing home plant including the direction of maintenance and repairs;
Participates in the preparation of the annual budget and the maintenance of supporting accounting records;
Personally explains nursing home policies and regulations in cases of noncompliance and posts general notice of regulations to patients, relatives, visitors, and staff;
Cooperates with hospitals and nursing homes in the area to implement programs of in-service or other training for staff members as well as joint ventures for purchases of supplies and services;
Periodically inspects buildings, equipment, and service areas in order to direct needed repair and maintenance work;
Develops rapport with residents, families and community bodies in promoting Clinton County Nursing Home's image and role within the service area.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of nursing home administration;
Good knowledge of modern institutional management and maintenance practices;
Good knowledge of institutional financial accounts and records;
Good knowledge of the general health care field;
Ability to plan and direct the work of a large staff;
Good knowledge of the problems of caring for aged and infirm persons;
Ability to prepare clear and concise written and oral reports;
Sound judgment.
Nursing Home Administrator

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree including or supplemented by successful completion of an approved course of study* and one (1) year of experience in the implementation and administration of the programs and services of a health care facility** providing care to the aged and/or infirm.

*An approved course of study as described in Section 96.8 of the Administrative Rules and Regulations of the New York State Department of Health.

**"Health care facility" means a hospital, a nursing home, or a health-related facility as defined in the New York State Hospital Code, Section 700.2(1), (4) and (9).

Nursing Home Administrator

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS: Eligibility for a license to practice as a Nursing Home Administrator in New York State. Possession of license is required at the time of appointment.

Detailed information regarding licensure as a Nursing Home Administrator may be obtained from:

Executive Secretary
Board of Examiners of Nursing Home Administrators
Tower Building
Empire State Plaza
Albany, NY 12237

Telephone: (518) 474-3042

Agreed to by Municipal Service Division and State Health Department, Board of Examiners Nursing Home Administration, February 1977. Based on Part 96, Subchapter "N", Title 10 Official Compilation of Codes, Rules and Regulations of the State of New York.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.