

## **ASSISTANT NURSING HOME ADMINISTRATOR (Unlicensed)**

**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 participation in directing, managing and implementing policies. General direction is received from the Nursing Home Administrator. Supervision is exercised over the work of assigned 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 units of the nursing home;  
Assists in supervising the purchase of supplies and equipment and maintains appropriate inventories;  
Assists in supervising the 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;  
Develops and maintains a current policy manual to conform to regulations;  
Explains nursing home policies and regulations in cases of non-compliance and posts general notices of regulations to residents, 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;  
Inspects buildings, equipment and service areas periodically in order to direct needed repair and maintenance work;  
Attends various committee meetings as a representative of administration;  
Keeps abreast of regulatory changes and practices in the field of long term care;  
Prepares clear and concise oral and written reports.

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

Thorough knowledge of the problems of caring for aged and infirmed persons;  
Good knowledge of the principles and practices of nursing home administration;  
Working knowledge of modern institutional management and maintenance practices;  
Working knowledge of institutional financial accounts and records;  
Working knowledge of the general medical care field;  
Ability to plan and direct the work of a large staff;  
Ability to prepare clear and concise written and oral reports;  
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 Bachelor's Degree and one year of experience in health care institutional business management; OR
- B) Graduation from high school or possession of an equivalency diploma and five years of experience in health care institutional business management; OR
- C) An equivalent combination of training and experience as indicated within the limits of A) and B) above.

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