

ASSISTANT RESIDENTIAL FACILITY ADMINISTRATOR

KIND OF WORK

Managerial work directing the management support operations of a large residential facility.

NATURE AND PURPOSE

Under administrative direction of the Chief Executive Officer, directs the overall provision of budget and management support services to ensure a high quality of services to persons in a state residential facility or nursing home. This includes planning, implementing and evaluating fiscal and human resources to respond to current and long-range projected needs.

Although an Assistant Residential Facility Administrator may be asked to direct the overall facility's operations in the absence of the Chief Executive Officer, this will occur infrequently. In contrast, the Assistant Residential Facility Administrator, Sr. will have responsibility for all the facility's operations for a significant percent of total work time. This is the primary difference between the two classifications.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Propose and administer the facility's budget based on projected client needs so that the program objectives are met in a timely and efficient manner within fiscal resources by: reviewing and comparing cost and service information, and adjusting the program to fiscal and human resources.

Direct the fiscal and management support staff so that they effectively perform their assigned job duties and contribute to the achievement of the program's objectives by selecting appropriately skilled and experienced employees; by rewarding or disciplining employees; recommending promotion, suspension, discharge or change in status; training and directing employees in the execution of their job duties.

Direct the study, analyses, implementation and evaluation of existing and proposed federal, state, Department of Human Services and facility policies to determine their actual or potential impact on service delivery. This is accomplished by reviewing current and proposed policies in relation to identified service and programming needs, program priorities and fiscal and human resources.

Plan and monitor capitol improvements and disbursements. This is accomplished by developing an overall capitol improvement plan and by reviewing progress to make certain that capitol improvements are completed in accordance with specifications.

Ensure that data collection and monitoring systems are developed for residential programs as a basis for projecting budget needs and for fiscal management. This is accomplished by identifying factors with a budget impact and supervising collection and analysis of the data.

Communicate, orally and in writing, program rationale, procedures, and program results to staff, clients, elected representatives and relatives to ensure a common understanding of facility plans and objectives.

Organize staff into effective work units to ensure that efficient and consistent services are provided; by evaluating fiscal and human resources in relation to client needs.

Ensures that a safe living environment is maintained which facilitates programming/treatment and minimizes injuries; by developing and implementing a program for physical plant assessment, maintenance and improvement.

Plan and implement a health care system to ensure that the medical needs of residents are met; by assessing medical needs, implementing services through the medical director, and negotiating contracts with external providers.

Develop communication systems to ensure that facility staff are provided with current information regarding Department of Human Services policies and program standards; by directing the development, maintenance and dissemination of written policy manuals, policy interpretations.

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Management principles sufficient to plan, organize and direct the work of subordinate supervisors and managers.

Training and needs assessment methods sufficient to determine the training needs of subordinates and facility staff.

State and departmental administrative and treatment policies relating to long-term care to ensure compliance in the design and implementation of long-range plans.

Basic health and safety principles and requirements sufficient to direct the preparation of safety and health plans to ensure that the health and daily living needs of residents are met.

Resource requirements and cost projection methods sufficient to compile and present a budget that meets projected levels of service.

Dynamics of committee and task force groups sufficient to ensure that desired input is obtained, that committee and task force groups focus on priority issues and that facility staff and community representatives' time are used effectively.

Public speaking sufficient to ensure an accurate understanding of division programs.

Ability to:

Manage and motivate subordinates staff.

Design strategic plans of service.

Communicate orally and in writing so that facility's goals and plans and requirements are understood and implemented as planned.

Plan and integrate facility support and program services.

Est.: 11/88  
Rev.:

T.C.:  
Former Title(s):