

Nursing Home Administrator

Schenectady County is seeking a licensed nursing home administrator to lead Glendale Home, a 200-bed skilled nursing facility that provides both long term care and short term rehabilitation services. Glendale Home is a beautiful state of the art nursing home facility that opened in 2014. The new home has a neighborhood design which facilitates the integration of lifestyle and services to meet the unique needs of each resident.

The new Administrator will be responsible to direct and coordinate the highest quality of care and quality of life service system for the residents of Glendale Home. This position involves responsibility for the overall management of the Glendale Nursing Home's operations in accordance with the current Federal, State and local standards, guidelines and regulations. The incumbent is responsible to create and maintain a resident centered culture by attracting, maintaining and leading the staff in delivering high standards of service, achieving occupancy goals and resident and employee satisfaction. Schenectady County is seeking a candidate that is customer oriented, with excellent communication and critical thinking skills along with a strong understanding of long term care Quality Assurance, the QAPI processes and a comprehensive knowledge of Long Term Care Medicaid and Medicare regulations and standards.

Typical work duties:

- Develop and implement strategic plans, goals and objectives related to the overall operation of Glendale Home.
- Responsible for the leadership and direction for all day to day operations and to maintain an organizational commitment to continuous improvement of resident experience, safety, quality of care and excellence of service.
- Organize administrative functions involving strategic planning, program development, quality assurance and cost effectiveness necessary for the optimal operation of the home.
- Assure compliance in accordance with all governmental and regulatory agencies.
- Maintain updated knowledge of governmental and regulatory standards and create systems within Glendale that assure optimal implementation of those standards.
- Lead and coordinate a team of professionals necessary to provide the highest level of quality care and quality of life for the residents of Glendale.
- Develop and manage an ongoing organization wide quality assurance system necessary to assure the residents' and public's trust and to support a system in which health care professionals continuously search for means to obtain more advantageous health/wellness outcomes for residents.
- Assuring Glendale meets quality outcomes and standards as set by Federal government and quality assurance systems.
- Facilitate the management of all operations by striving for a balance among disciplines for service in accordance with the views and values of residents and their families while emphasizing with all levels of staff the importance of a positive perception and the pragmatic delivery of patient care.
- Evaluate and assure a detailed awareness by all staff of resident and family centered values and responsibility of Glendale Home to meet those needs.

- Develop, maintain and integrate into practice written policies and procedures that govern the operation of Glendale Home and interpret these to managerial staff, employees, residents, family members, visitors, governmental agencies, etc.
- Establish policies that govern a resident's right to quality of life and care as defined by the resident's comprehensive assessment care plan.
- Create and maintains an atmosphere of warmth, personal interest, and positive emphasis as well as a calm environment throughout Glendale Home.
- Makes written and oral reports and recommendations to the County Manager and/or the County Legislature concerning the operation of Glendale Home.
- Assures that an adequate number of appropriately trained professional and auxiliary personnel are on duty at all times to meet the needs of the residents.
- Prepare the annual operating budget recommendation and manage the facility to reach most cost effective delivery system.
- Keep abreast of the budgetary conditions and makes adjustments as necessary to assure the continued ability to provide quality care.

Candidates must possess:

- (A) Graduation from a regionally accredited or New York State registered four year college or university with a Master's Degree in Health Care Administration, Business Administration, Public Administration or a related field and three years of administrative experience in a long term health care facility; OR
- (B) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's Degree in Health Care Administration, Business Administration, Public Administration or a related field and five years of experience as outlined in (A) above; OR
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B), above.

SPECIAL REQUIREMENT: Eligibility for a license to practice as a Nursing Home Administrator in New York State at time of application. Possession of license at time of appointment, and throughout tenure of incumbency.

Salary commensurate with education and experience. Excellent benefit package includes New York State retirement, generous health, dental, vacation, sick and personal time. Interested qualified candidates should submit resume and cover letter to:

**Shannon Perone
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Phone: 518.388.4355**

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