

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

Nursing Home Administrator

SERIES NO.:

6174

MAJOR AGENCIES:

Ohio Veterans Home only

EFFECTIVE DATE:

07/10/2005

SERIES PURPOSE:

The purpose of the nursing home administrator occupation is to direct & supervise nursing home personnel & operations of satellite facilities of Ohio Veterans' Home.

CLASS TITLE

Nursing Home Administrator

CLASS NUMBER

61741

PAY RANGE

45

EFFECTIVE

07/10/2005

CLASS CONCEPT:

The managerial level class works under administrative direction & requires thorough knowledge of management in order to direct & supervise nursing home personnel & operations of satellite facilities & assume responsibility for directing overall operations of Ohio Veterans' Home in absence of institution superintendent.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Nursing Home Administrator	61741	EX	07/10/2005	45

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Directs & supervises nursing home personnel & operations of satellite facilities (i.e., develops departmental procedures & policies in accordance with governing statutes, E.E.O. regulations, collective bargaining agreements & civil service laws; edits all purchases & personnel requests; initiates contracts for physicians; is responsible for recruiting, training & scheduling of medical & non-medical staff; supervises programming & evaluates all patient rehabilitation programs in consultation with physicians & evaluates nursing services, social activities, medical records & pharmaceutical services to maintain ultimate care of residents; interprets federal & state regulations to assure compliance; monitors medical reporting, staffing & procedures in order to assure compliance with regulations & quality care) & assumes responsibility for directing overall operations of Ohio Veterans' Home in absence of institution superintendent.

Establishes & maintains favorable rapport with residents & families; maintains cooperative relations with representatives of U.S. Department of Veterans Affairs, area hospitals & other nursing homes; attends conferences for institution superintendent; plans, implements & evaluates maintenance of building & equipment; plans, implements & evaluates employee health, safety & educational program; develops, implements & evaluates fire & disaster plan; evaluates financial program & coordinates development of budget.

MAJOR WORKER CHARACTERISTICS:

Knowledge of applicable standards of environmental health & safety; pertinent federal, state & local health & safety laws & rules governing nursing home operations; general administration psychology of patient care; principles of medical care; personal & social care; therapeutic & supportive care & services in long term care; departmental organization & management; community interrelationship. Ability to deal with many variables & determine specific course of action; gather, collate & classify information about data, people or things; establish friendly atmosphere as division chief; handle sensitive inquiries from & contacts with officials & general public; develop good rapport with patients & families.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Valid nursing home administrator's license as issued by Ohio Board of Examiners of Nursing Home Administrators, Department of Health pursuant to Section 4751.02 of Revised Code.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

N.A.

UNUSUAL WORKING CONDITIONS:

N.A.