

## Job Posting: Notice of Vacancy

It is the intention of the LaSalle County Nursing home to fill one vacancy in the following job classification.

**Job Classification:** Administrator  
**Location:** LaSalle County Nursing Home  
**Department:** LaSalle County Nursing Home  
1380 North 27<sup>th</sup> Road  
Ottawa, IL. 61350

**Regular Work Week:** Monday through Friday; 7:30 am – 4:00pm Notation: Must be available afterhours for telephone calls.

**Wage/ Salary:** Contingent upon years of experience

**Position is:** Non – union

Job Description outlining Responsibilities, Minimum Qualifications and Physical Demands available upon request.

Interested persons should apply by completing the county application and returning to:

Via Mail or In-person drop off:

LaSalle County  
Attn: Melissa Pilch  
Human Resources Dept, Room 249  
707 East Etna Road  
Ottawa, Illinois 61350

Or email:

[mpilch@lasallegcounty.org](mailto:mpilch@lasallegcounty.org)

**\*\*This Posting will expire on 10/30/2020 at 4:30pm**

# LaSalle County

## Job Description



**Job title: Administrator**

**Work Location: Nursing Home**

**Division/Department: Nursing Home / Administration**

**Reports to: Chairman Nursing Home Committee / Chairman LaSalle County Board**

**Employment Classifications:**

- Full-time    Part-time  
 Exempt    Nonexempt  
 Salaried    Hourly  
 Bargaining Unit

**Salary Grade: \_\_\_\_\_**

**Current Employee holding position is:**

\_\_\_\_\_

**Essential Duties and Responsibilities:**

**Plan, develop, organize, implement, and direct the day – day operations of the facility including programs and activities that are in compliance with federal, state, and local regulations; oversee the development and implementation of written policies and procedures that govern the operation of the facility; establish a positive working relationship among department heads to foster an atmosphere of teamwork to enhance resident care.**

- Collaborate with Department Heads in the development and implementation of departmental policies and procedures.
- Transact the terms of engagement with, and monitor the effectiveness of, any consultants to be used by the facility( e.g. dietitian, activity consultant, social service consultant.)
- Assist with duties incidental to the management of the facility such as staffing, budgeting, evaluating personnel, policy making, clinical outcomes, and other such duties.
- Facilitate the process of surveying the residents, their families, and staff regarding their satisfaction on a periodic basis.
- Act as a spokesperson/ representative of LaSalle County Nursing Home in providing the required accountability to residents of the facility, their family and / or agents, licensing authorities, media, staff at the LaSalle County Complex, with regard to the licensed skilled facility and its operations.
- Provide direct daily management of the various departments in the nursing facility to promote and enhance resident care.
- Develop relationships with community agencies providing services to the nursing home.
- Transparently report concerns and issues and collaborate with chairman of the nursing home committee and its members.
- Work cooperatively with residents, staff, volunteers, and families to ensure residents are receiving the best quality care.
- Attend and participate in continuing education programs designed to keep abreast of changes in the long term care profession.
- Maintain the confidentiality of all protected health information whether electronic, written, or oral exposed to either during the course of assigned duties or as a result of an incidental disclosure.
- Apply the minimum necessary standard in all matters related to residents' protective health information.
- Develop an annual budget and operate facility within the established budget guidelines.
- Foster self – respect and feeling of worth in each resident by consistent kindness, understanding, and patience in their care.
- Function as part of the interdisciplinary team to provide quality care to all residents.
- Promote census building, payer source management, and participate in admission decisions.
- Assume responsibility for reviewing and evaluating all recommendations of the facility's committees and consultants.
- Encourage the promotion of the facility's mission, vision and values with all department heads and staff. Actively demonstrate a participative management style.

- Promote respect for the personal dignity and individuality of residents, and respect their legal rights to quality care, kind treatment, personal comfort, personal choice, and personal privacy.
- Responsible for hiring department heads and assist them when necessary with the hiring of their departmental staff.
- Lead morning staff meetings to keep abreast of current operational issues.
- Chair or participate in staff committees as necessary.
- Represent the facility, in conjunction with the Director of Nursing, during federal, state, and local inspections.
- Maintain sound customer service principles to adequately respond to complaints or concerns of residents, families, and staff.
- Interact collaboratively with the LaSalle County Complex staff when reviewing employment issues, payroll concerns, etc.
- Develop a cordial working relationship with union officials when reviewing personnel issues.
- Attend and participate in LaSalle County sponsored in – services and meetings.
- Conduct annual employee evaluations of department heads.
- Perform other duties as assigned, including responding to an emergency event.

**Education and/or Work Experience Requirements:**

- State – license Administrator or eligible for licensure required.
- Minimum five – year experience in long term care setting.
- Must have a working knowledge of CMS regulations as it pertains to long term care – Medicare and Medicaid.
- Experience in writing or assisting in preparing a Plan of Corrections in response to federal, state, and local deficiencies cited as a result of a survey.
- Work beyond normal working hours (40 hours a week), weekends, and holidays when the situation(s) requires it.
- Team player with willingness to support facility success.
- Display leadership qualities, excellent communication skills (Oral and Written), and a desire to continuously learn.
- Possess the ability to communicate effectively and deal tactfully with personnel, residents, families, visitors,
- Governmental agencies.

**PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Requires sitting (5-8 hrs.), standing/walking (1 – 2 hrs.). Considerable use of the hands and fingers for typing/ keyboarding. This position may experience minimal stooping, crouching and bending, reaching and grasping movements. Defined Light Work - May require exerting up to 20 pounds of force occasionally and carrying objects weighing up to 10 pounds. Close visual acuity to perform activity such as preparing and analyzing data and figures; viewing a computer screen.

**WORK ENVIRONMENT:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Most activities are performed indoors in an office setting. While performing the duties of this position, the employee is subject to normal consistent temperatures. The noise level in the work environment is moderate.

This job description is intended to describe the general nature and level of the work being performed by the person in this position. Principal duties and responsibilities are intended to describe those functions that are essential to the performance of this job, and "other" duties and responsibilities include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employee holding this position will be required to perform any other job-related duties or tasks as requested by Chairman Nursing Home Committee. All requirements are subject to possible modification in order to reasonably accommodate individuals with disabilities.

LaSalle County reserves the right to modify, interpret, or apply this job description in any way the County desires. This job description is not intended nor should be construed to be an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions, or similar behaviors, attributes or requirements associated with this position. The aforementioned job requirements are subject to change to reasonably accommodate qualified individuals with a disability.

This job description is not an employment contract, implied or otherwise. Except as otherwise provided by a collective bargaining agreement or applicable law, all employees are at-will. This job description is not intended to void, replace, or conflict with negotiated union contracts. To the extent a collective bargaining agreement conflicts with this job description, the collective bargaining agreement shall supersede and/or modify this job description.

I have read, reviewed and agree that this job description accurately reflects the position.

**ACKNOWLEDGEMENT**

I have read or had explained the essential duties, responsibilities and minimum qualifications of this position for which I am expected to perform. I have reviewed the essential functions and work environment characteristics and I understand them completely.

**Print Employee Name:**

**Employee signature:**

**Date:**

**Supervisor signature:**

**Date:**