



NURSING HOME ADMINISTRATOR ASSISTANT

CHARACTERISTICS OF WORK:

This is administrative work assisting in the management and supervision of a licensed nursing care facility. This work involves assisting in the planning, organizing, directing, and supervision of an extended care facility affiliated with a state institution or center. Incumbent will be responsible for working with medical staff as well as other professional staff members, the families of patients, and with the patients themselves. Immediate supervision is received from the Nursing Home Administrator.

MINIMUM QUALIFICATIONS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

An Associate's Degree from an accredited two-year college.

OR

Education:

Successful completion of sixty-four (64) semester hours from an accredited college or university.

OR

Education:

Graduation from a standard four-year high school or equivalent (GED);

AND

Experience:

Two (2) years of experience in work related to the described duties.

PHYSICAL REQUIREMENTS:

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Light Work: May frequently walk or stand and/or frequently exert force equivalent to lifting up to approximately 10 pounds and/or occasionally exert force equivalent to lifting up to approximately 20 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Ability to adjust focus: Ability to adjust the eye to bring an object into sharp focus.

Speaking/Hearing: Possesses the ability to give and receive information through speaking and listening skills.

Taste/Smell: Possesses the ability to use the sense of smell to recognize and distinguish odors. Possesses the ability to use the sense of taste to recognize and distinguish flavors.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to walk; sit; and use hands to finger, handle, or feel objects, tools, or controls. The incumbent is frequently required to stand; and reach with hands and arms. The incumbent is occasionally required to stoop, kneel, crouch, or bend.

COMPETENCIES:

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

PUBLIC SECTOR COMPETENCIES:

Integrity: Exhibits behaviors showing a strong internal personal commitment to fundamental principles of honesty and fairness dealing in all activities related to job performance.

Work Ethic: Is productive, diligent, conscientious, timely, and loyal.

Service Orientation: Demonstrates a commitment to quality public service through statements and actions.

Accountability: Accepts responsibility for actions and results.

Self Management Skills: Effectively manages emotions and impulses and maintains a positive attitude.

Interpersonal Skills: Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

Communication Skills: Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

Self-Development: Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

TECHNICAL COMPETENCIES:

Administration and Management: Assists in the planning, directing, and supervision of business functions in an intermediate care facility.

Assists the coordinator with the responsibility and the general administration of the facility which includes organization, staffing, and budgeting. Assists in directing all programs conducted on behalf of patients. Ensures staff is adequately staffed.

Evaluating Information to Determine Compliance with Standards: Uses relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.

Assists in managing the operations and services of an intermediate care facility ensuring that state/federal guidelines are followed. Maintains appropriate standards of environmental healthy and safety.

Establishing and Maintaining Interpersonal Relationships: Develops constructive and cooperative working relationships with others and maintains them over time.

Communicates and interacts with assigned staff, other departments and agencies, residents, and visitors to provide continuity of patient care. Provides assistance to all professional staff within the licensed facility.

Professional Maturity: Possesses the capacities and aptitudes acquired by means of personal or professional experience, which enable functions to be fulfilled, and enables the incumbent to deal with situations in the workplace in a professional manner.

Is able to assess the situation and appropriately respond. Knows when to refer an issue to the appropriate level. Aligns personal behavior with agency standards. Maintains appropriate standards of professionalism and only provides information within authority. Maintains confidentiality.

MANAGEMENT COMPETENCIES:

Emotional Maturity: Conducts oneself in a professional, consistent manner when representing the organization.

Has the ability to work through adversity and hold self and others accountable for work actions.

Macro Oriented: Exercises good judgment; makes sound, well-informed decisions.

Understands and appropriately applies procedures, requirements, and regulations related to specialized areas of expertise.

Working Through Others: Supports, motivates, and is an advocate for staff.

Reinforces and rewards team efforts and positive behaviors. Is fair, yet firm with others. Monitors workloads and provides feedback.

Results Oriented: Plans effectively to achieve or exceed goals; sets and meets deadlines.

ESSENTIAL FUNCTIONS:

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Provides direction and supervision of all programs and direct care staff of the assigned unit.
2. Communicates and interacts with assigned staff, other departments and agencies, residents, and visitors to provide continuity of patient care.
3. Receives, reviews, prepares, and maintains all requested/required documentation.
4. Ensures staff is adequately trained to provide quality patient care and ensures assigned duties are carried out.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Maintains appropriate standards of environmental health and safety.

Assists the coordinator with the responsibility and the general administration of the facility which includes organization, staffing, and budgeting.

Assists in the direction of all programs conducted on behalf of patients.

Provides assistance to all professional staff within the licensed facility.

Completes various reports per facility policy

Checks and verifies time sheets within unit supervised.

Orders and issues client care and cleaning supplies for unit supervised.

Performs related or similar duties as required or assigned.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.