Job Description

ASSISTANT ADMINISTRATOR

<table>
<thead>
<tr>
<th>Location:</th>
<th>Hourly, Non-Exempt</th>
<th>Salaried, Exempt</th>
<th>Department:</th>
<th>Administration</th>
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BASIC FUNCTION

The Assistant Administrator is responsible for assisting with the overall management of the facility according to the duties delegated by the Administrator, and for helping assure a high quality of resident care and services in accordance with professional standards, state and federal rules and regulations, and operational policies. The Assistant Administrator assumes the Administrator’s duties in the Administrator’s absence.

RESPONSIBLE TO: Administrator and Governing Body.

EDUCATION, QUALIFICATIONS, AND CREDENTIALS

Must possess a current Health Facility Administrator's license from the State of Indiana. Must possess a valid Indiana Operator’s License. Must possess and demonstrate a high degree of leadership, organizational ability, and communication skills. Knowledge of long-term care management, policies, budgeting, personnel management, and census development is required. A Bachelor’s degree is required.

ESSENTIAL JOB FUNCTIONS

The employee must be able to perform each essential function effectively to be successful in this position.

1. Manages the day to day operations according to responsibilities delegated.
2. Encourages the promotion of customer service with all department heads and staff.
3. Promotes respect for the personal dignity and individuality of residents, and respect for their legal rights to quality care, kind treatment, personal comfort, personal choice, and personal privacy. Keeps information about them confidential at all times.
4. Promotes census building, participates in admission decisions, and consults with the Director of Operations or Director of Clinical Services before rejecting an admission.
5. Participates in community affairs and civic organizations.
6. Addresses resident complaints daily to assure prompt follow-up by appropriate staff.
7. May assist the Administrator in the recruitment and interviewing of job candidates for key positions.
8. Promotes the Employee Benefits Program and encourages staff participation.
9. Follows employment policies and procedures for hiring, interviewing, discipline, terminations, etc.
10. Works with department heads to promote cooperation, leadership, communication, and budgetary skills.
11. Participates in the oversight of departmental compliance with budgetary parameters.
12. Follows the Purchasing policy for requesting, ordering, and receiving supplies or equipment.
13. May assist the Administrator with staff education in regulatory compliance, inspection surveys, and key operational policies.
14. May participate in survey responses according to oversight duties delegated.
15. Maintains records and files associated with duties according to record-keeping standards, laws, operational procedures, and privacy laws.
16. Chairs or participates in committee activities as assigned.
17. Participates in policy development.
18. May be delegated overall supervision of service departments such as maintenance, housekeeping, and laundry and keeps the Administrator informed about the needs or problems in these services.
19. With appropriate additional training, may help feed residents needing meal assistance.
20. Attends morning team meetings to keep abreast of census changes and current operational issues.
21. Attends company meetings or other seminars to be informed about standards of care, changes in company policies or regulations, and to maintain professional licensure.
22. Maintains sound customer service principles to respond to and adequately respond to complaints or concerns of residents and sponsor.
23. May participate in marketing activities and supervise resident satisfaction surveys.
24. Assists the Administrator with formal investigations as assigned.
25. Participates in on-going Quality Assurance activities to monitor resident satisfaction, safety practices, and facility compliance with regulations or operational policies.
26. Completes timely reports required by government agencies or the Governing Body.
27. Promotes compliance with accident prevention procedures, safety rules, and safe work practices to prevent employee injury and illness and control worker’s compensation costs.
28. Monitors facility incidents and complaints daily with the Administrator to identify those defined as unusual occurrences by State policy and helps assure that appropriate actions, reports, and follow-up are implemented.
29. Reports any allegations or complaints of discrimination, harassment, or resident abuse to the Administrator and may assist with these investigations.
30. Interacts courteously with residents, family members, employees, visitors, vendors, business associates, and representatives of government agencies.
31. In the absence of the Administrator, fulfill that position’s functions.

The preceding list of essential functions is not exhaustive and may be supplemented.

**KNOWLEDGE, ABILITIES, AND SKILLS**
Ability to read and understand regulatory standards.  Ability to write routine reports and business correspondence.  Ability to define problems, collect data, establish facts, and draw valid conclusions.  Ability to apply common sense to deal with problems involving a variety of factors in normal situations.  Ability to communicate effectively with staff, residents, families, members of the community, and with representatives of the Indiana State Department of Health or other governmental agencies.  Has basic computer experience and using wordprocessing software and email..

**SPECIAL REQUIREMENTS**
Is required to work when the Administrator is on leave or vacation, including evenings, weekends, or holidays if needed to assure resident services. Wears a pager to be summoned to the facility in an emergency.

**WORKING CONDITIONS**
Works in a climate-controlled and well-lighted environment with a smoke-free policy.  Works in an office and throughout the building daily.  Has a low risk of exposure to infectious diseases, but receives training in handwashing practices and has access to personal protective equipment if direct exposure is anticipated.  Is subject to interruptions, noise, and odors daily.

**PHYSICAL DEMANDS**
The following physical demands are typical of those that must be met by the employee to successfully perform the essential functions of the position.  Reasonable accommodations may be available for individuals with disabilities.
<table>
<thead>
<tr>
<th>Activity</th>
<th>Never (0%)</th>
<th>Occasionally (1-30%)</th>
<th>Frequently (31-60%)</th>
<th>Continuously (61-100%)</th>
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<tbody>
<tr>
<td>Lifting/Carrying</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>1-10 lbs.</td>
<td></td>
<td>X</td>
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<tr>
<td>11-25 lbs.</td>
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<tr>
<td>26-50 lbs.</td>
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<tr>
<td>Pushing/Pulling</td>
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<tr>
<td>20-50 lbs.</td>
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<td></td>
<td></td>
<td>X</td>
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<tr>
<td>over 50 lbs.</td>
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<td>X</td>
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<tr>
<td>Climbing/Balancing</td>
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<td>Stooping/Bending</td>
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<td>X</td>
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<tr>
<td>Standing/Sitting</td>
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<td>X</td>
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<tr>
<td>Walking</td>
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<tr>
<td>Travel</td>
<td></td>
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**ACKNOWLEDGEMENT**

I have read this job description and understand that in accepting this position I indicate I can meet the essential functions of this position and other work requirements, with or without accommodations. I understand my obligation to follow the policies and procedures governing the performance of my duties and to practice the ethical standards of conduct and behavior expected in my associations with the residents and their families, visitors, co-workers, and business associates of the facility. I accept the position of Assistant Administrator and will perform the duties to the best of my ability.

__________________________  _______________________
Date                              Employee Signature

_This job description is not an employment contract, implied or otherwise._
_The employment relationship remains at-will._