

**BUTLER COUNTY COMMISSIONERS PERSONNEL OFFICE
ANNOUNCEMENT OF VACANCY**

Posting Date: 11/09/2020

Response Deadline: 11/19/2020 (or until filled)

Agency: Butler County Care Facility	Job Title: Care Facility Administrator
Classified <input type="checkbox"/> Unclassified <input checked="" type="checkbox"/>	Bargaining Unit Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Overtime Exempt Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Salary: \$84,223.78 – \$124,800.00 annual
Work Location: 1800 Princeton Rd., Hamilton, OH	Hours of Work: 40 hours/week; plus on call; possible weekends

ESSENTIAL FUNCTIONS:

1. Plans, develops, organizes, implements, evaluates, and directs the facility's programs and activities;
2. Develops and maintains written policies and procedures that govern the operation of the facility;
3. Reviews and interprets facility's policies and procedures periodically, at least annually, and makes changes as necessary to assure continued compliance with current regulations (e.g., Ohio Department of Health and Human Services, ADA, ergonomics, air quality, etc.)
4. Ensures all employees, residents, visitors, and the general public follow established policies and procedures; assumes administrative authority, responsibility and accountability of directing the activities and programs of the facility; makes written and oral reports/recommendations to the County Administrator and/or Board of County Commissioners concerning the operation of the facility; and represents the facility at meetings and dealings with outside agencies, including governmental agencies and third party payers,
5. Makes routine inspections of the facility to assure that established policies and procedures are being implemented and followed related to exposure to blood/body fluids; participates in facility surveys (inspections) made by authorized government agencies; reviews and develops a plan of correction for deficiencies noted during survey inspections and provide a written copy of such plan to the County Administrator and/or Board of County Commissioners as required.
6. Serves on various committees of the facility (i.e., Infection Control, Quality Assurance & Assessment, Safety Committee etc.) and provide written/oral reports of such committee meetings to the County Administrator and/or Board of County Commissioners as directed or as may become necessary; evaluates and implement recommendations from the facility's committees as necessary; and serves as liaison to the County Administrator and/or Board of County Commissioners, medical staff, and other professional and supervisory staff.

7. Recruits and selects department directors, supervisors, consultants and other auxiliary personnel; ensures that appropriate policies and procedures are followed when conducting background checks and when providing information to the Nurse Aide Registry; ensures that appropriate identification documents are presented prior to the employment of personnel and that appropriate documentation is filed in the employee's personnel record in accordance with current regulations mandating such documentation; ensures that an adequate number of appropriately trained professional and auxiliary personnel are on duty at all times to meet the needs of the residents; and counsels/disciplines personnel as necessary.
8. Submits the Nurses' Aide Training Program and curriculum used by the facility to appropriate state agency for approval; and ensures that all personnel attend and participate in annual OSHA and CDC in-service training programs for hazard communication, TB management, and bloodborne pathogens standard.
9. Ensures that all facility personnel, residents, visitors, etc., follow established safety regulations, to include fire protection/prevention, smoking regulations, infection control, etc.; ensures that all facility personnel follow established regulations governing the use of labels and MSDSs for hazardous chemicals; authorizes the purchase of major equipment/supplies in accordance with established purchasing policies and procedures.
10. Prepares annual operating budget for approval by the BOCC and allocates resources to carry out programs and activities of the facility; reviews and interprets monthly financial statements and provide such information to the BOCC; ensures adequate financial records and cost reports are submitted to authorized government agencies as required by current regulations.
11. Fosters an environment of safety, security, accountability and care for and of patients/residents and employees.
12. Establish policies and procedures to insure that staff have required certifications/licensing, if necessary, and to track updates and renewals of the same.

OTHER DUTIES AND RESPONSIBILITIES:

1. Demonstrates regular and predictable attendance.
2. Performs other duties as required.
3. Performs other duties necessary to completely accomplish an identified duty of the position.
4. Performs other duties as required by the County Administrator.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*Indicates developed after employment)

KNOWLEDGE OF:

County goals and objectives*; County policies and procedures*; reimbursement regulations and nursing practices and procedures, as well as laws, regulations, and guidelines pertaining to long-term care administration; English grammar and spelling.

SKILL IN:

Computer operation.

ABILITY TO:

Read and interpret financial records, reports, etc.; communicate policies, procedures, regulations, reports, etc., to personnel, residents, family members, visitors, and government agencies/personnel; relate to and work with ill, disabled, elderly, emotionally upset, and at times hostile people within the facility; make independent decisions when circumstances warrant such action; resolve complaints; potentially assist in the evacuation of residents during emergency situations.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a current, unencumbered Nursing Home Administrator's license or meet the licensure requirements of this State.

REQUIRED QUALIFICATIONS: (at least one of the following)

A Bachelor's Degree in Public Health Administration, Business Administration, or related field.

Five (5) years' experience in a supervisory capacity in a hospital or long-term care facility.

SELECTION PROCEDURE: Resumes and Interviews

SUBMIT COVER LETTER AND RESUME TO:

Butler County Commissioners Personnel Office
315 High Street, Suite 640
Hamilton, OH 45011
resumes@butlercountyohio.org
(Indicate job title in subject line.)

BUTLER COUNTY WILL CONSIDER INTERNAL APPLICANTS PRIOR TO EXTERNAL APPLICANTS

Pursuant to the Americans with Disability Act of 1993, Butler County will consider all qualified applicants for employment, including persons with disabilities. The applicant must be able to perform the essential functions of this job with or without reasonable accommodation. Upon the request of any qualified applicant, this office will evaluate any reasonable accommodation that may be needed to enable a disabled person to participate in the application process or perform these essential duties.

AN EQUAL OPPORTUNITY EMPLOYER