

Licensed Nursing Home Administrator Position

Knox County Nursing Home is seeking a seasoned skilled nursing home administrator with a strong financial background to assume the key role of governing to assure that the highest degree of quality care can be provided to our residents at all times. The Administrator reports to the Knox County Board and will be tasked to maintain the historical 169 bed facility that has served our community since 1865.

Essential Duties and Responsibilities:

- Plan, develop, organize, implement, evaluate and direct the facility's programs and activities in accordance with guidelines issues by the county board.
- Ensure that all employees, residents, visitors, and the general public follow the facility's established policies and procedures.
- Create and maintain an atmosphere of warmth, personal interest, and positive emphasis, as well as a calm environment throughout the facility and within the community.
- Report suspected or known incidents of fraud relative to false billing, filing of false cost reports, and receipt/payment of kickbacks etc. to appropriate agencies and the Chair of the County Board Nursing Home Committee.
- Review and interpret monthly financial statements and provide such information to the County Board Nursing Home Committee.
- Review all accident/incident reports (e.g. falls, injuries or an unknown source, abuse etc.) and report them to appropriate state agencies and Chair of the Nursing Home Committee. Assure that policies and procedures are followed in the effectiveness of the facility risk management program.
- Review resident complaints and grievances and make written reports of action taken. Discuss such actions with resident and family as appropriate.
- Ensure that resident funds maintained by the facility are managed in accordance with current federal and state regulations and that appropriate accounting record are maintained.
- Assist department directors in the development, use and implementation of departmental policies and procedures as well as professional standards of practice.
- Conduct regular meetings with appropriate staff ongoing, and during facility inspections to discuss survey findings and formulation of plans of action/correction.
- Assist in developing plans of corrections for cited deficiencies, ensuring that such plans incorporate timetables and methods of monitoring to ensure that such deficiencies do not recur.
- Review and check competence of workforce and make necessary adjustments/corrections as required or that may become necessary. Assist in recruitment and selection of competent qualified department directors, supervisors, consultants, etc.
- Work with union representatives for a positive outcome that benefits all, with a focus on residents of the facility.
- Perform other duties as assigned.

Qualifications:

To perform this job successfully an individual must be able to perform each essential duty satisfactorily.

The requirements below are representative of the knowledge, skill and or ability/required:

- • A Bachelors degree in public health administration or business administration or health related degree preferred.
- • Must possess a current, unencumbered, active license to practice as a nursing home administrator in Illinois.
- • Must be knowledgeable of reimbursement regulations and nursing practices and procedures, as well as laws, regulations and guidelines pertaining to nursing facility administration.
- • Must be able to develop, read and interpret financial records, reports etc.
- • Must be able to communicate policies procedures regulations reports etc. to personnel, residents, family members, visitors and government agencies.

Applications to be emailed to kcnh@co.knox.il.us