

## **Admission Director**

### **Job Description**

**Job Title:** Administrator

**Reports to:** Director of Operations, CEO

**Position Summary:** The Administrator is responsible for directing the overall operations of the facility's activities in accordance with current applicable federal, state and local standards, guidelines and regulations, facility policies and procedures and as directed by the governing body.

#### **Major Duties and Critical Tasks:**

- Establishes and directs the implementation of written policies and procedures that reflect the goals and objectives of the facility, including personnel policies, patient/resident care policies, procedure manuals, position descriptions, etc.
- Assists in the development and implementation of departmental policies and procedures and establishes a rapport in and between departments to promote the importance of teamwork.
- Ensures that each department maintains adequate staff to deliver services as needed in each discipline, that effective recruitment and retention programs are implemented, and that initial orientation and ongoing in-service trainings are completed.
- Ensures that all personnel, patients/residents, visitors and the general public follow established policies and procedures.
- Interprets the facility's policies and procedures for personnel, patients/residents, family members, visitors, etc., as necessary.
- Reviews policies and procedures periodically, at least annually, and makes changes as necessary to ensure compliance with current regulations.
- Ensures that patient's/resident's rights to fair and equitable treatment self-determination, individuality, privacy, property and civil rights, including the right to wage complaints, are well-established and maintained.
- Recruits, selects and trains department supervisors and other auxiliary personnel.
- Reviews and interprets monthly financial statements and provides such information to the governing body. Makes adjustments to staffing and operating expenses as needed.
- Assists in the establishment and maintenance of an adequate accounting system that reflects the operating cost of the facility.
- Maintains awareness of the economic condition/situation and makes adjustments as necessary to ensure the continued ability to provide patient/resident care.

#### **Standard Responsibilities:**

1. Supports the mission, vision, commitment and focus of the facility.
2. Is knowledgeable of patient/resident rights and promotes an atmosphere which allows for the privacy, dignity and well-being of all residents in a safe, secure environment.

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3. Supports, cooperates with, and implements specific procedures and programs for:
  - Safety, including precautions and safe work practices, established fire/safety/disaster plans, risk management, and security, report and/or correct unsafe working conditions, equipment repair and maintenance needs.
  - Confidentiality and privacy of all data, including patient/resident, employee and operations data
  - Compliance with all regulatory requirements
  - Compliance with and enforcement of current law and policy to provide a work environment free from harassment and all illegal and discriminatory behavior
4. Supports and participates in common teamwork:
  - Cooperates and works together with all co-workers; plan and complete job duties with minimal supervisory direction, including appropriate judgment.
  - Uses tactful, appropriate communications in sensitive and emotional situations
  - Reports complaints, problems and concerns regarding co-workers, management or residents in accordance with company policy
  - Promotes positive public relations with patients, residents, family members and guests
  - Completes requirements for in-service training, acceptable attendance, uniform and dress codes including personal hygiene, and other work duties as assigned.
5. Agrees to comply with the Code of Conduct

### **Required Education and Experience:**

Education: A bachelor's degree in Hospital Administration, Business Administration, or other health related degree is preferred.

Experience: Must have, a minimum of three (3) years' experience in a supervisory capacity in a health-related facility. A combination of experience and training which provides the required skills, knowledge, and abilities.

Licensure: Must have a current license to practice profession in state. Must have a reliable source of transportation.

### **Working Environment/Physical and Sensory Requirements:**

- Works in office areas as well as throughout the facility.
- Must be able to move about intermittently during working hours including standing, lifting, bending, stooping, twisting, pushing, and pulling.
- Must be able to read, write, and speak the English language.
- Must be able to assist in the transfer residents in emergency evacuations.

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- Interacts with residents, family members, staff, visitors, government agencies/ personnel, etc., under all conditions/ circumstances.
- Maintains a liaison with residents, their families, support staff, etc. to assure that the residents' needs are continually met.
- Must be able to relate and work with the disabled, ill, elderly, emotionally upset and at times, hostile people within the facility.
- May be involved in community/civic health matters/ projects.

### **Receipt and Acknowledgment:**

I acknowledge and understand that:

The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements, and, at this time, I know of no limitations that would prevent me from performing these functions with or without reasonable accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.

This job description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under his/her direction. Job duties, tasks, work hours, and work requirements may be altered at any time. I agree to follow the instructions and duties as directed by management.

Acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, and the rules and regulations.

I have read the above position description and fully understand the requirements set forth therein. I hereby accept the position and agree to abide by the requirements set forth.

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Employee Signature/Date

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Facility Signature/Date