

# SKILLED NURSING ADMINISTRATOR JOB DESCRIPTION

Job Code: 3798

POSITION SUMMARY	ORGANIZATIONAL KNOWLEDGE	EXPERIENCE & QUALIFICATIONS
<p>The Skilled Nursing Administrator is responsible for providing overall leadership and management of the skilled nursing center. Responsible for leading all day to day operations of the skilled nursing center in accordance with federal, state and local standards and Sunrise Senior Living policies to promote the highest degree of quality care is provided to our guests/residents.</p> <p><b>CORE COMPETENCIES</b></p> <ul style="list-style-type: none"> <li>▪ Building Customer Loyalty</li> <li>▪ Building Partnerships</li> <li>▪ Building a Successful Team</li> <li>▪ Building Trust</li> <li>▪ Business Acumen</li> <li>▪ Coaching for Success</li> <li>▪ Communication</li> <li>▪ Decision Making</li> <li>▪ Delegating Responsibility</li> <li>▪ Developing Others</li> <li>▪ Driving for Results</li> <li>▪ Facilitating Change</li> <li>▪ Leading through Vision and Values</li> <li>▪ Planning and Organizing</li> <li>▪ Presentation and Training Delivery</li> <li>▪ Sales Ability / Persuasiveness</li> <li>▪ Stress Tolerance</li> <li>▪ Work Standards</li> </ul>	<p><b>Our Mission</b> To champion quality of life for all seniors</p> <p><b>Our Principles of Service</b> Preserving Dignity Nurturing the Spirit Celebrating Individuality Enabling Freedom of Choice Encouraging Independence Involving Family and Friends</p> <p><b>Our Core Values</b> Passion Joy in Service Stewardship Respect Trust</p> <p><b>Our Foundational Belief</b> Belief in the sacred value of human life</p> <p><b>Our Team Member Credo</b> In all our interactions with one another we will: Provide Excellent Service Embrace Diversity Celebrate the Achievements of Others Encourage Team Spirit Assume the Best Intentions Show Respect to All</p> <p><b>Leaders Serve</b></p> <ul style="list-style-type: none"> <li>▪ The front line knows (<i>They understand resident and community needs</i>)</li> <li>▪ Get out there (<i>Be proactive</i>)</li> <li>▪ Show it (<i>Model desired behavior</i>)</li> <li>▪ Get personal (<i>Get to know team members on a personal level</i>)</li> <li>▪ Own it (<i>You're accountable</i>)</li> <li>▪ Be teachable (<i>Respond to feedback</i>)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Bachelor of Science degree preferred</li> <li>▪ Maintains applicable federal and state certification and licensure</li> <li>▪ Experience in health care management and skilled nursing environment</li> <li>▪ Proficiency in Medicare, Minimum Data Sheets (MDS) / Resident Assessment Instrument (RAI), Care Plan process and other reimbursement regulations</li> <li>▪ Proficiency in nursing practices, procedures and guidelines, regulations and laws pertaining to long term care administration</li> <li>▪ Maintains CPR and First Aid credentials</li> <li>▪ One (1) year supervisory and management experience including hiring staff, coaching, performance management daily operations supervision, discipline and counseling</li> <li>▪ Ability to handle multiple priorities</li> <li>▪ Ability to delegate assignments to the appropriate individuals based on their skills, roles and interests</li> <li>▪ Possess written and verbal skills for effective communication and the ability to facilitate small group presentations</li> <li>▪ Competent in organizational, time management skills</li> <li>▪ Demonstrates good judgment, problem solving and decision making skills</li> <li>▪ Demonstration of proficiency in computer skills, Microsoft Office (Windows, Outlook, Excel) and Sunrise applications with the ability to learn new applications</li> <li>▪ Ability to work weekends, evenings and flexible hours, available for our customers at peak service delivery days and times</li> </ul>

### JOB RESPONSIBILITIES

Sunrise Senior Living operates a number of different brands of communities for seniors. As a result, this positions' area of responsibility may differ among the various brands and states. Despite the differences in responsibilities between the brands and states, the following are a core set of duties common to this position.

<p><b>Essential Duties: Skilled Nursing Center and Program Oversight</b></p> <ul style="list-style-type: none"> <li>▪ Plans, organizes, develops and leads the overall operation of the skilled nursing center in accordance with current federal, state, local laws and Sunrise standards, guidelines and regulations</li> <li>▪ Develops, reviews and updates written policies and procedures for the Center, at least annually to ensure continued compliance with current regulations and providing standards of resident care</li> <li>▪ Ensures policies are communicated and followed by team members, visitors and guests/residents</li> <li>▪ Oversight of administrative duties including but not limited to completing reports, medical forms, charting and other skilled nursing administrative operations as necessary</li> <li>▪ Overall responsibility of the Care Planning meeting to include the development of the agenda and facilitates participation of others as appropriate</li> <li>▪ Evaluates and implements recommendations from established committees as they may pertain to nursing services</li> <li>▪ Ensures customer engagement of the skilled nursing center to confirm and assist team members in performing their work assignments in accordance with acceptable Sunrise and nursing standards</li> <li>▪ Reviews and acts upon any complaint or concern as they arise</li> <li>▪ Participates in and prepares for surveys and inspections made by authorized personnel and government agencies</li> </ul>	<p><b>Essential Duties: Skilled Nursing Center and Program Oversight (continued)</b></p> <ul style="list-style-type: none"> <li>▪ Responsible for overall medication passes and treatment schedules to ensure medications are being administered as ordered and treatments are provided as scheduled</li> <li>▪ Assists in developing the annual marketing plan for the skilled nursing center</li> <li>▪ Maintains a robust public relations program in support of the skilled nursing center</li> </ul> <p><b>Essential Duties: Guest/Resident Relations</b></p> <ul style="list-style-type: none"> <li>▪ Informs Director of Nursing Services of new admissions, expectations for service, room assignment and any special instructions</li> <li>▪ Ensures customer engagement practices are performed; greets newly admitted guests/residents and visits guests/residents at a minimum weekly</li> <li>▪ Ensures guest/resident requests are met in a timely, professional and friendly manner</li> <li>▪ Maintains confidentiality with all guest/resident information</li> <li>▪ Participates in community wide efforts to ensure proper placement of guests/residents by level of care</li> <li>▪ Ensures team member documentation of service provided via medical record system and federally mandated MDS system</li> <li>▪ Provides oversight and guidance to care planning team</li> <li>▪ Oversees the process &amp; reviews care plans, assessments as necessary at least quarterly; ensures care plans are individualized</li> <li>▪ Develops methods for coordination of nursing services with other guest/resident services to ensure the continuity of the total regimen of care</li> </ul>	<p><b>Essential Duties: Quality Assurance and Regulatory Compliance</b></p> <ul style="list-style-type: none"> <li>▪ Strives for excellent quality care and service delivery as measured in the Quality Services Review (QSR) process</li> <li>▪ Develops and implements appropriate plans of action to correct identified deficiencies in compliance with Sunrise expectations for QSR and other regulatory compliance</li> <li>▪ Ensures skilled nursing center team members are properly trained in Sunrise Cares injury and illness prevention, MSDS (Material Safety Data Sheets) books, emergency preparedness manuals and Lockout Tagout procedures</li> <li>▪ Reports and investigates allegations of resident abuse</li> </ul> <p><b>Essential Duties: Financial Management</b></p> <ul style="list-style-type: none"> <li>▪ Assists in the presentation and value of Sunrise's products and services for our residents, families and team members and targeted referral sources</li> <li>▪ Assists the executive director in completing the annual community budget</li> <li>▪ Understands and manages the department budget to include labor &amp; other expenses and it's impact on the community's bottom line</li> <li>▪ Reviews monthly financial statements, implements plans of action for deficiencies</li> <li>▪ Process and submit monthly expenses and budget data timely per Sunrise policies and internal business controls</li> <li>▪ Coordinates with the community team to achieve maximum staff economies and cross training when applicable</li> <li>▪ Understands the internal cost associated with all Sunrise resident care programs</li> </ul>
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JOB RESPONSIBILITIES continued	REPORTS TO, CLASSIFICATION & TRAINING	PHYSICAL ACTIVITY & ADA REQUIREMENTS
<p><b>Essential Duties: Training, Leadership and Team Member Development</b></p> <ul style="list-style-type: none"> <li>▪ Overall management of the department, including but not limited to: recruiting, hiring, training, coaching and disciplining</li> <li>▪ Partners in the delivery and participation in Sunrise University Training and self study programs during the required timeframe</li> <li>▪ Develops a working knowledge of state regulations and ensures compliance through supervising and coaching team members</li> <li>▪ Achieves the Team Member Engagement goals and actively leads in the Engagement Improvement Planning sessions</li> <li>▪ Completes team member staffing and scheduling according to operational and budgetary guidelines</li> <li>▪ Daily review of timekeeping practices and payroll reports to ensure all hours worked are recorded and appropriately paid</li> <li>▪ Conducts timely performance appraisals with meaningful conversations</li> <li>▪ Holds team accountable and corrects actions when necessary and documents</li> <li>▪ Attends regular meetings; Stand Up, Cross Over, Department Head Meetings, Town Hall, Quality Improvement, and others as directed by the Executive Director</li> <li>▪ Keeps abreast of professional developments in the field by reading, attending conferences and training sessions</li> </ul>	<p><b>Reports To</b></p> <ul style="list-style-type: none"> <li>▪ Executive Director</li> <li>▪ Utilizes the Area Director of Resident Care and Area Manager as resource leadership</li> </ul> <p><b>Classification: Supervisory / Exempt</b></p> <ul style="list-style-type: none"> <li>▪ This position is exempt from the overtime rules of the Federal Fair Labor Standards Act and all state wage and hour rules</li> <li>▪ In this position, responsibilities include but are not limited to recruiting, hiring, supervising and coaching for performance of all team members within the department; exercising some discretion and independent judgment in performing and assessing needs of the residents</li> <li>▪ Ensures completion and compliance of all required team member paperwork for those team members in the department</li> </ul> <p><b>Sunrise University Training</b></p> <ul style="list-style-type: none"> <li>▪ Fulfills all required training within the required timeframe, including the completion of all Sunrise University training and study application appropriate for the position</li> <li>▪ Completes all management training within the required timeframe</li> <li>▪ Completes all training required by the state or other regulating authorities including ongoing training per regulations</li> <li>▪ Completion of the following training may be required and/or certificates available per regulations and laws as applicable</li> <li>▪ Maintains CPR and First Aid credentials</li> </ul>	<p>In an 8 hour workday, team member may <u>stand / walk</u>: Hours at one time: 2 - 4 Total hours / day: 4 - 6</p> <p>In an 8 hour workday, team member may <u>sit</u>: Hours at one time: 0 - 2 Total hours / day: 2- 4</p> <p>In an 8 hour workday, team member may <u>drive</u>: 30 - 60 minutes, one to two times a week</p> <p>Team Member will <u>support / assist</u>: (Maximum lbs) Frequently: 50 lbs Occasionally: 150 lbs</p> <p>Team Member will <u>lift / carry</u> (Maximum lbs) Frequently: 40 lbs Occasionally: 70 lbs</p> <p>Height of lift: 3 - 4 feet Distance of carry: 30 yards</p> <p>Team Member will use hands for repetitive: Simple grasping, pushing and pulling, fine manipulation</p> <p>Team Member should be able to: Bend: Occasionally Squat: Occasionally Kneel: Occasionally Climb: Frequently Reach: Occasionally , 3 feet</p>
<p>I have reviewed and understand my job description along with the physical requirements of the job, and have asked my direct Supervisor to clarify any areas that are unclear to me. I understand that this job description and specification is not intended and should not be construed as an exhaustive list of all responsibilities, skills, efforts, or physical requirements / working conditions associated with my job. I may be required to perform additional tasks necessary to meet the standard of care and service.</p> <p>A signed copy of this will be placed in my personnel file.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Team Member Signature</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">Date</p>		