

## **DEPUTY NURSING HOME ADMINISTRATOR FOR HEALTH SERVICES**

**DISTINGUISHING FEATURES OF THE CLASS:** This is an administrative position involving responsibility for managing institutional activities as they apply to resident and employee health. Administrative direction is received from the Nursing Home Administrator with wide leeway allowed for exercise of independent judgment. Supervision and direction is exercised over all Supervisor for Health Care Services and the Supervisor for Clinical Services. Incumbents are required to assume responsibility for the nursing home in the absence of higher level administrators and as assigned. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Sets standards for nursing practice and determines resident care policies;

Coordinates nursing services and collaborates with other departments regarding these services;

Performs continual clinical analysis of the quality and quantity of the nursing services rendered in the Facility;

Prepares and controls nursing services budget;

Confers with Facility administrator and other administrative and professional personnel to assist in establishing and reviewing policies, programs, and procedures;

Keeps abreast of new developments in medical science, methods of health care provision, and nursing in order that necessary changes and adaptations may be promptly initiated and effectively executed;

Attends seminars and in-services as required to promote professional growth;

Confers with various community agencies to ascertain community needs as they relate to the elderly;

Provides direction and sets priorities for Willow Point in meeting the needs of the elderly in Broome County;

Conducts correspondence, keeps records, and submits a variety of reports;

Assumes responsibility for the nursing home in the absence of the Nursing Home Administrator or Assistant Nursing Home Administrator;

Networks with feeder agencies to assure that they are aware of level of services and maintains positive relationships with those agencies;

Assures coordination of efforts of Supervisor for Health Care Services and Supervisor for Clinical Services;

Responsible for hiring and termination of all licensed nursing personnel;  
Continually measures nursing services against set goals of the Department to assure that expected outcomes are met;  
Interfaces directly with Broome County Legislature, Executive Offices, and committees in order to represent Facility interest;  
Collaborates with Information Technology to assure use of updated and appropriate computer equipment and software.

**FULL PERFORMANCE OF KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

Comprehensive knowledge of professional nursing techniques and their relation to medical surgical practices;  
Thorough knowledge of and ability to blend and utilize good nursing management techniques in conjunction with institutional business management practices;  
Excellent organizational skills;  
Ability to effectively supervise individuals working in clinical as well as business aspects of long term care;  
Ability to work as a member of an executive team as well as make decisions independently;  
Ability to manage diversity issues within the workplace;  
Physical condition commensurate with the demands of the position;  
Knowledge of Broome County Community and agencies.

**MINIMUM QUALIFICATIONS:**

- A) Graduation from a regionally accredited for New York State registered college or university with a Master's Degree in Nursing;
- B) Five years of professional nursing activities, two of which must have been in a supervisory capacity.

SPECIAL REQUIREMENTS: Licensure by the State of New York as Registered Professional Nurse is required at the time of appointment.

**SPECIAL REQUIREMENT:** Incumbents in this position are required by the County Legislature to reside within the County of Broome, OR an adjoining county (TIOGA, CORTLAND, DELAWARE OR CHENANGO) at all times during their employment in the title.

