

# CO-ADMINISTRATOR, HAINES ASSISTED LIVING

## JOB DESCRIPTION

Under the initial direction of the Administrator, the Co-Administrator will share in the responsibility of managing the operation of the Haines Assisted Living residence, with a particular emphasis on resident health, resident outreach and assessment, use of computer technology, personnel management, staff training, adhering to Medicaid and state regulations, as well as activities and volunteer coordination. The Co-Administrator must meet the requirements of Administrator as described in 7 AAC 75.230, and will serve as the designated Administrator in the Administrator's absence.

It is anticipated that the position will be full-time. Funding for this position allows a salary of \$3,000/mo. A \$500/mo contribution to health insurance is provided, as are three paid holidays and leave accumulation.

### RESPONSIBILITIES:

Work in concert with the administrator and contract nurse to ensure resident services are provided to address all identified needs:

- Assist in resident outreach, intake processing, and in the resident assessment process;
- Develop and update resident service plans;
- Hire, evaluate, supervise and train Personal Assistants, working across shifts as necessary to ensure staff attain necessary skills and that resident service plans are followed;
- Arrange, track, and in some cases provide necessary continuing education units for staff;
- Develop and evaluate house procedures to keep them up-to-date and in compliance;
- Monitor and stock necessary resident and staff supplies;
- Oversee in-house operation of automated resident monitoring/tracking system;
- Assist in development of staff schedule;
- Coordinate resident appointments and other service needs with cooperating agencies;
- Coordinate service provision with families;
- Ensure the highest quality of customer service is available for our residents.

Work as Personal Assistant as necessary to cover regular shifts:

- Learn and perform all resident care tasks;
- Be familiar with and perform shift housekeeping and other household tasks.

Work as Administrator in Training:

- Serve as Administrator in Administrator's absence;
- Willing to learn Administrator duties, including but not limited to, budget development and adherence, board coordination, strategic planning, community outreach, marketing, maintenance planning, and full regulatory compliance.

### **REQUIREMENTS:**

- A team builder with sincere regard for seniors;
- Knowledgeable and skilled in computer systems operation;
- Proven multi-task ability;
- At least 1 year of "hands-on" experience in Assisted Living, Home Health or Long Term Care environment;
- Familiarity with medication administration;
- Staff-training experience.

### **DESIRED QUALIFICATIONS:**

- Background in Nursing or other medical profession focused on elder care;
- A thorough understanding of computer technology and a willingness to learn new systems for assisting the elderly;
- An understanding of Medicaid regulations and other health programs;
- Management experience.