

VETERANS HOME ASSISTANT ADMINISTRATOR

Position Summary

Under the direction of the Veterans Home Administrator (Commandant), the Veterans Home Assistant Administrator (Deputy Commandant) is responsible for administering assigned programs within the Veterans Home at King.

Responsibilities include ensuring regulatory compliance with federal, state and local regulations, providing budgetary and programmatic oversight, evaluating program performance, supervising staff to ensure high quality care and services are provided to the members of the Wisconsin Veterans Home.

The Deputy acts as the Administrator-of-record (Commandant) with complete line authority and responsibility for Home operations, in absence of or as designated, by the Commandant. This position may also be assigned to serve as Acting Commandant for the Veterans Home at Chippewa Falls or as Acting Executive Director for Ainsworth, MacArthur, Olson or Stordock Halls.

Goals and Worker Activities

50% A. Administration of Campus Programs and Operations

- A.1 Provide administrative oversight to the Veterans Home's Quality Assurance Program to ensure compliance with state and federal rules and regulations for skilled nursing home facilities.
- A.2 Administer, direct, and evaluate the effectiveness of clinical programs and services including; nursing, staff development, nursing scheduling, QAPI and policies and procedures.
- A.3 Ensure assigned programs and services are in compliance with federal, state, and local regulations, policies, and standards.
- A.4 Ensure pandemic planning processes are in place and prepared for implementation.
- A.5 Ensure the Home's compliance with infection control rules, regulations, and protocols.
- A.6 Investigate member complaints against Home employees and other sensitive situations and recommend resolution to the Commandant and Executive Director.
- A.7 Monitor the operational status of the Home through regular staff meetings, review of budget and other reports, correspondence, and observation of member and employee activities.
- A.8 Assume responsibility for other program areas as assigned by Commandant.

30% B. Administration of Nursing Home Operations

- B.1 Ensure facility operations are in compliance with federal, state and local regulations.

- B.2 Formulate approaches, plans, programs, and/or management improvements to achieve objectives for health care delivery.
- B.3 Develop and implement approved corrective plans in follow-up to state and/or federal surveys.
- B.4 Ensure consistent application of policies, procedures, and practices throughout the Home.
- B.5 Develop and maintain liaison within the Department and with other federal, state and local agencies to ensure program regulatory compliance.
- B.6 As assigned, serve as Acting Administrator (Executive Director) for Ainsworth, MacArthur, Olson or Stordock Halls.
- B.7 As assigned, serve as Acting Administrator (Commandant) for the Wisconsin Veterans Home at King; with complete line authority and responsibility for Home operations, in absence of the Commandant.
- B.8 As assigned, serve as Acting Administrator (Commandant) for the Wisconsin Veterans Home at Chippewa Falls.

20% C Supervision of Assigned Staff

- C.1 Implement the Department's Affirmative Action (AA), safety, and employee assistance policies. Assure support for AA plans, including equal access and opportunity for staff to attend training, reasonable accommodations for employees in compliance with the American Disabilities Act, etc.
- C.2 Analyze effectiveness of programs and implement efforts for process and program improvement as part of the LEAN Government Initiative.
- C.3 Hire, assign, train, review, monitor and evaluate the work of staff.
- C.4 Plan and implement short and long-range goals and objectives for the staff and communicate these goals/objectives to them.
- C.5 Conduct disciplinary procedures up to and including termination of employment, in consultation with Human Resources.

Knowledge, Skills and Abilities

1. Knowledge of the principles and practices of nursing home administration
2. Knowledge of the regulatory and operational aspects of long term health care delivery systems
3. Knowledge of state and federal laws regarding nursing home operations (i.e., HIPAA, WI Statutes, HFS 132, OSHA, NFPA, Nurse Practice Act).
4. Knowledge of current methods and operational practices of providing quality clinical services in long-term care, short term care, and assisted living facilities (nursing, social services, dietary, therapy, activities, etc.)
5. Knowledge of principles and practices of program management and service delivery
6. Knowledge of principles and practices of budget development, implementation, and monitoring

7. Ability to implement principles and practices of public relations
8. Knowledge of principles and practices of Pandemic Planning and Emergency Operation planning
9. Skill in exercising administrative direction and developing and/or implementing complex administrative procedures for nursing home operations
10. Skill in developing, applying, interpreting, and evaluating departmental policies and procedures
11. Skill in establishing and maintaining working relationships with other administrative officials regulatory agency staff, and the general public
12. Organizational skills
13. Ability to prioritize tasks
14. Written and oral communication skills
15. Ability to give presentations to diverse audiences
16. Computer skills
17. Ability to apply supervisory and management techniques
18. Leadership ability
19. Skill in problem solving
20. Skill in conflict resolution
21. Analytic skills
22. Ability to develop and maintain a team work environment

Special Requirements

Current Wisconsin Nursing Home Administrator licensure required or obtained within six months.

This position may be required to work evenings, weekends, and/or holidays as necessary.

Work Environment

Work is typically performed indoors in a climate-controlled office setting, utilizing a computer work station. However, this position will require exposure to all areas of the Veterans Home and the environments typically found in skilled nursing facilities and grounds, including occasional exposure to cigarette smoke.