

VETERANS HOME ASSISTANT ADMINISTRATOR

Position Summary

Under the direction of the Veterans Home Administrator (Commandant), the Veterans Home Assistant Administrator (Executive Director) is responsible for administering assigned programs within an assigned building at 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 Veterans Home.

Goals and Worker Activities

40% A. Administration of Services in Assigned Building

- A.1 Direct building operations to ensure compliance with federal, state and local regulations.
- A.2 Formulate approaches, plans, programs, and/or management improvements to achieve objectives for health care delivery.
- A.3 Develop and implement approved corrective plans in follow-up to state and/or federal surveys.
- A.4 Work with Commandant and building management to ensure consistent application of policies, procedures, and practices throughout the building.
- A.5 Identify and evaluate hazardous conditions that members, visitors and staff may be subject to. Develop and implement interventions to minimize or avoid the risks presented by the identified hazards.
- A.6 Ensure current emergency operations and pandemic processes are implemented.
- A.7 Ensure assigned building is in compliance with Life Safety Codes.
- A.8 Ensure compliance with waste management, including medical waste biohazards and medications as required by WDNR regulations.
- A.9 Ensure the Division Administrator, Commandant, and other executive level staff are kept informed of important developments within the assigned building.

20% B. Management of Assigned Home Program Responsibilities

- B.1 Provide management and direction to assigned program areas which may include the Home's Safety and Security Department, Fire Training and Prevention Unit, Risk Management, HIPAA, Dietary Services, Social Services, Engineering/Physical Plant and Budget/Purchasing.
- B.2 Identify and evaluate hazards to members, visitors and staff associated with the assigned program responsibility areas and pursue interventions that will minimize or avoid the risks presented by the identified hazards.

- B.3 Serving as a liaison for the Veterans Home campus, communicate concerns and facilitate services between the assigned program responsibility area and the four nursing homes (and other campus facilities).
- B.4 Ensure the Division Administrator, Commandant, and other executive level staff are kept informed of important developments within the assigned program responsibility area.

20% C. Management of Building Budget and Financial Activities.

- C.1 Assist in the direction and coordination of the development and monitoring of operating budget within assigned building.
- C.2 Establish priority for utilization of staff and funding resources.
- C.3 Develop and maintain effective liaison within the Department and with other state and federal agencies to ensure compliance with all regulatory requirements.
- C.4 Prepare appropriation allotment requests and other budget documents to effectuate the building's operating budget.
- C.5 Oversee the assigned building's procurement activities. Ensure compliance with department and state policies and procedures.

20% D. Supervision of Assigned Building Staff

- D.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.
- D.2 Analyze effectiveness of programs and implement efforts for process and program improvement as part of the LEAN Government Initiative.
- D.3 Hire, assign, train, review, monitor and evaluate the work of staff.
- D.4 Plan and implement short and long-range goals and objectives for the staff and communicate these goals/objectives to them.
- D.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 principles and practices of budgeting, accounting and purchasing
5. Knowledge of principles and practices in government accounting, budgeting, and purchasing
6. Knowledge of principles and practices of property management and development
7. Knowledge of principles and practices of program management and service delivery
8. Ability to apply principles and practices of personnel management and staff supervision
9. Knowledge of principles and practices of public relations
10. Ability to enforce principles and practices of workplace safety and risk management
11. Skill in exercising administrative direction over a large organization and developing and /or implementing complex administrative procedures for large-scale operations
12. Skill in developing, applying, interpreting, and evaluating departmental policies and procedures
13. Skill in establishing and maintaining working relationships with other administrative officials, regulatory agency staff, and the general public
14. Organizational skills
15. Ability to prioritize tasks
16. Written and oral communication skills
17. Ability to give presentations to diverse audiences
18. Computer skills
19. Leadership ability
20. Problem solving skills
21. Analytic skills

Special Requirements

Current Nursing Home Administrator licensure required. Wisconsin Nursing Home Administrator licensure required within six months of hire.

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.