

Godly Hearts Home Healthcare Agency LLC

Position: Administrator / Alternate Administrator

Reports to: Board of Directors / Owners / Officers

Revised: 09/21/2016

Job Summary: Act as liaison between the Owners/Officers, the staff and the community. Responsible for the daily operations and quality of the personal assistance agency. Maintain a leadership role for the planning and achievement of objectives that are consistent with the company, business and financial goals.

Qualifications/Educational Requirements:

1. The administrator and the alternate administrator must meet at least one of the following qualifications:
 - have a high school diploma or a GED with at least one year experience or training in caring for individuals with functional disabilities;
 - have completed two years of full-time study at an accredited college or university in a health-related field; or meet the qualifications listed below
 - have a high school diploma or a GED with at least one year experience or training in caring for individuals with functional disabilities; or
 - or have completed two years of full-time study at an accredited college or university in a health-related field; or
 - be a licensed physician, registered nurse, licensed social worker, licensed therapist or licensed nursing home administrator with at least one year of management or supervisory experience in a health-related setting, such as:
 - (i) a home and community support services agency;
 - (ii) a hospital;
 - (iii) a nursing facility;
 - (iv) a hospice;
 - (v) an outpatient rehabilitation center;
 - (vi) a psychiatric facility;
 - (vii) an intermediate care facility for persons with mental retardation or related conditions; or
 - (viii) a licensed health care delivery setting providing services for individuals with functional disabilities; or
 - have a high school diploma or a general equivalency degree (GED) with at least two years of management or supervisory experience in a health-related setting, such as:
 - (i) a home and community support services agency;
 - (ii) a hospital;
 - (iii) a nursing facility;
 - (iv) a hospice;
 - (v) an outpatient rehabilitation center;
 - (vi) a psychiatric facility;
 - (vii) an intermediate care facility for persons with mental retardation or related conditions;or
 - (viii) a licensed health care delivery setting providing services for individuals with functional disabilities;
2. The administrator and the alternate administrator must possess the following skills:
 - Excellent oral and written communication and presentation skills.
 - An administrator and alternate administrator must be able to read, write, and comprehend English.
 - Professional demeanor and appearance.
 - Proficient skills to promote excellent client relations and customer skills.
 - People management skills and the ability to network and manage a team.
 - Excellent organizational and time management skills.

Administrator conditions:

1. An administrator and alternate administrator must be able to read, write, and comprehend English.

2. An administrator and alternate administrator designated as an administrator or alternate administrator for the first time on or after December 1, 2006, must meet the initial educational training requirements specified in §97.259 of this subchapter (relating to Initial Educational Training in Administration of Agencies).
3. An administrator and alternate administrator designated as an administrator or alternate administrator before December 1, 2006, must meet the continuing education requirements specified in §97.260 of this subchapter (relating to Continuing Education in Administration of Agencies).
4. A person is not eligible to be the administrator or alternate administrator of any agency if the person was the administrator of an agency cited with a violation that resulted in DADS taking enforcement action against the agency while the person was the administrator of the cited agency.
 - This paragraph applies for 12 months after the date of the enforcement action.
 - For purposes of this paragraph, enforcement action means license revocation, suspension, emergency suspension of a license, denial of an application for a license, or the imposition of an injunction but does not include administrative or civil penalties.
 - If DADS prevails in one enforcement action against the agency and also proceeds with, but does not prevail in, another enforcement action based on some or all of the same violations, this paragraph does not apply.
5. An administrator and alternate administrator must not be convicted of an offense described in Chapter 99 of this title (relating to Denial or Refusal of License) during the time frames described in that chapter.

Responsibilities/essential functions: The person in this position must be able to perform the following essential job functions with or without reasonable accommodations.

1. Develop company and organizational goals.
2. Remain informed and educated about personal assistance regulations and standards as well as management issues. *
3. Promote interdepartmental cooperation and communication, which may result in mediation of faculty/staff disputes.
4. Develop employee excellence through recruitment, retention, training, motivation and reward.
5. Establish performance goals with supervisors and evaluate their performance.
6. Participate in strategic, short-range, and long-range planning for educational, client care, research, revenue, and public relations programs. *
7. Manage, control, coordinate, and supervise the fiscal activities of the agency, including funding development, budget negotiations, generation of client care revenue, and contract preparation, negotiation, and approval. *
8. Coordinates special department activities, including conferences, workshops, and other functions.
9. Monitor the record system and statistical reporting system for proper documentation, planning and evaluation.
10. Develop policies focused on client care in collaboration with the staff and the owners/officers
11. Develop employee excellence through recruitment, retention, training, motivation and reward. *
12. Oversee care delivery and client outcomes to ensure that care meets the clients' needs. *
13. Monitor and take reasonable steps to ensure:
 - a. Client rights are exercised. *
 - b. Compliance with applicable Federal, State and Local laws and professional standards are maintained.*
 - c. Compliance with established policies and procedures.*
 - d. Compliance with the client's plan of care.*
14. Ensure that the numbers and qualifications of personnel available to provide and supervise services are sufficient to implement the plans of care and treatment to meet the medical, nursing and rehabilitative needs of the clients.*
15. Assure accuracy of public information material and activities. *
16. Implement performance improvement priorities.
17. Complete a minimum of six (12) clock hours per year of continuing education in subjects related to the duties of the administrator and must include at least two of the following topics. *
 - (1) any one of the educational training subjects listed in §97.259(d)
 - (2) development and interpretation of agency policies;
 - (3) basic principles of management in a licensed health-related setting;
 - (4) ethics;
 - (5) quality improvement;
 - (6) risk assessment and management;
 - (7) financial management;

- (8) skills for working with clients, families, and other professional service providers;
- (9) community resources; or
- (10) marketing.

The above list reflects the essential functions and other job functions considered necessary of the job identified, and shall not be construed as a detailed description of all work requirements that may be inherent in the job, or assigned by supervisory personnel. This job description is used as a guide only and not inclusive of responsibilities and job duties.

By my signature, I acknowledge that I have read and understand this job description and its requirement and that I am expected to complete all duties as assigned. I understand the job functions may be altered from time to time.

Employee Print: _____ Date: _____

Employee Signature: _____ Date: _____

Owner/Officer Signature: _____ Date: _____