

**MISSOURI VETERANS HOME PROGRAM
POSITION DESCRIPTION**

POSITION TITLE: ADMINISTRATOR

REPORTS TO: ASSISTANT SUPERINTENDENT, HOMES PROGRAM

OVERTIME STATUS: CATEGORY 0

ACCOUNTABILITY OBJECTIVE:

For the assigned facility, create and nurture an atmosphere or culture of excellence, able to be validated, which ensures the Home is daily fulfilling the Mission of the Homes Program organization. This Mission is defined as our providing an atmosphere or culture, with validation, where we are:

1. Enriching the Lives of the Heroes (veterans) we Care for – each day and night.
2. Served, through a participatory management culture, by a Leadership Class of supervisors and managers able to inspire our employees – the Stars caring for our Heroes – to feel fulfilled each workday and looking forward to coming back again tomorrow.
3. Able to have the Heroes we serve and the Stars that care for them – tell us the future direction the organization is headed in and their part in its creation.
4. Always pursuing our mission in a manner that keeps our strengths-strong and turns our challenges into strengths.

QUALIFICATIONS:

Must have the desire for great professional fulfillment by serving Missouri's Veterans as the Administrator of a long term healthcare facility dedicated to this population. Be committed to the achievement of the Homes Program Organization's Mission for the Veterans and employees served. Work in and create an effective culture of leadership excellence – through a participatory management style. Strong organizational & planning skills and the ability to relate to and influence people; must be flexible in critical thinking skills and the ability to adapt to change events. Good communications skills, numerical ability and clerical ability as necessary. Graduation from an accredited 4 year College or University, or the equivalent experience, in the State of Missouri. At least 3 years successful experience as a Department Manager in a Long Term Care facility or 1 year as an Administrator. Must possess a Missouri Nursing Home Administrators License with an excellent history of regulatory compliance.

ESSENTIAL JOB FUNCTIONS:

- Employees shall approach their duties with a positive attitude and constructively support open communication, dedication and compassion.
- Recruit, select and retain department managers able to learn or immediately function in a participatory management culture focused on the Homes Program Mission. Ensure they are provided opportunities for growth and assist in development of goals and ensure accomplishment through Performance Management and quarterly review.
- By the senior leadership example set as the Administrator, influence and empower employees to perform at their highest level. This includes creating an ongoing program, with validation, of employee recruitment, retention and recognition.
- Hold regular management meetings as needed to create and nurture the culture of excellence as defined by the Homes Programs Mission.
- Manage and direct day to day operations of the Home consistent with VA rules and regulations, Missouri Veterans Commission standards and at all times have facility in compliance with these regulations. This includes effective interaction with all representatives from the Missouri Veterans Commission and Office of Superintendent during validation or inquiry visitation. Also included here is timely response to any inquiry, request or survey action made pursuant to retaining licensure approval by officials with the respective V.A. Medical Center of Jurisdiction.
- Have a full understanding of the V.A. regulations and Interpretative Guidelines as defined in the Code of Federal Regulations, chapter 38, all Subparts and ensure daily compliance with same.
- Have a full understanding of the Revised Statutes of the State of Missouri, Chapter 42 inclusive as this is the defining statutory code for the existence and functioning of the Missouri Veterans Commission and ensure daily compliance with same.
- Have a full understanding of the Missouri Veterans Commission Homes Program Administrative Policies, all applicable facility level policies and ensure daily compliance with same.
- Have a full understanding of the roles and responsibilities of a State of Missouri Appointing Authority with regard to State Personnel Merit System Rules, State Purchasing & Procurement practices and ensure daily compliance with same.
- Plan and forecast to ensure ongoing success of the facility in a manner allowing the veterans we serve and our employees to be fully participative, knowing their role in the future of the organization.
- Organize functions of the facility through appropriate departmentalization and consistent with the principles of a thriving participatory management culture.
- Implement and control effective utilization of the physical plant and financial resources of the facility. This includes preparation of all annual and as needed operating budgets and forecasts.
- Participate as a voting member of the Homes Program Executive Committee. Execute all responsibilities timely and effectively including the nurturing of Homes Program wide counterpart groups assigned to your service.
- Serve as the senior official for the respective Home's Quality Management program. Execute all responsibilities timely and effectively including interaction with Key Factor's Review.

- Provide effective public relations consistent with the Homes Program Organization Mission to all constituency stakeholders including: residents, families, staff, veterans service organizations, community members and legislative representatives.
- Create or provide for the ongoing success of a Veterans Assistance League, 501 c3 charitable cause organization. The charitable cause of this organization shall be to assist the Home in pursuit of its mission. Nurture this organization to assist the Home in becoming a vital part of the fabric of the local community it serves.
- Provide for a work environment that encourages safety and compliance with applicable safety practices; O.S.H.A., state and local safety & health regulations.
- File with the Ethics Commission within 30 days of employment and annually thereafter.
- Will be required to work overtime as needed.
- Participate in individual training plan as required.
- Will be required to work weekends, holidays, evenings, and nights as needed.
- Work assignments will be made to wherever needed within the department and facility.
- Ensures privacy of all protected health information to which he/she may have access.
- Other duties as assigned.

DATE: _____

EMPLOYEE SIGNATURE: _____

SUPERVISOR SIGNATURE: _____