



Opportunities, Inc.

Job Title:	ICF/ID Administrator	Department:	Residential Services
Location:	Residential Campus	Travel Required:	Limited
Classification:	Administrative/Exempt	Position Type:	Full time-On call
External Posting URL:	https://www.oppinc.org/employment/		

Job Description

SUMMARY

The ICF/ID Administrator directs the daily health care and facility functions of Housing Opportunities Addition in accordance with current federal, state, and local standards, guidelines, and regulations to ensure that the highest degree of quality care and quality of life is provided to the residents at all times. The Administrator also ensures efficient and effective operational and financial processes.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- A Bachelor's degree in a human services field;
- Two (2) or more years' experience in a supervisory capacity in a nursing home or other long-term care facility; and
- Two (2) or more years' experience working with individuals with developmental disabilities

Certifications/Licenses:

- Current Nursing Home Administrator license
- Valid driver's license
- CPR/First Aid Certification
- Annual TB Skin Test

Required Skills/Abilities:

- Computer Proficient
 - Basic navigational skills for Windows operating system
 - Ability to write and send professional emails in Microsoft Outlook
 - Basic use of Microsoft Word and Excel
- Excellent interpersonal skills
- Exceptional planning and organizational skills
- Effective problem-solving skills
- Ability to remain calm in stressful situations

MAJOR RESPONSIBILITIES AND DUTIES

- Plans, develops, organizes implements, evaluates, and directs the long-term care program and activities.
- Demonstrates advanced knowledge of state and federal nursing home regulations and keeps the ICF/ID compliant in its processes and assures adherence to regulatory standards.
- Demonstrates knowledge of resident care standards and care for all areas of ICF/ID administration, including housekeeping, dietary, nursing, and resident activities.
- Makes routine inspections of the facility to ensure established policies and procedures are being implemented and followed.
- Oversees the development of ICF/ID resident care programs, plans, policies and procedures that describe how the needs of the residents are assessed, evaluated, and met.
- Ensures that schedule coordination provides optimal staffing for resident care needs while also monitoring consistently for possible areas of over-staffing.

- Helps facilitate and fully supports maintaining a dignified and caring atmosphere with residents, residents’ families, visitors and staff.
- Protects privacy and confidentiality of information pertaining to the residents, residents’ families, employees, facility information and records.
- Supports, attends, and assists in coordinating activities and events for ICF/ID residents.
- Makes daily rounds to assure optimal building and staff performance and to ensure optimal resident care delivery.
- Maintains a safe and secure working environment in the ICF/ID and models safe working habits for others.
- Implements and coordinates emergency disaster preparedness for the ICF/ID per Opportunities, Inc. policy.
- Oversee onsite visits by local, state, and federal agencies.
- Reviews and develops a plan of correction for deficiencies noted during survey inspections.
- Initiate/conduct investigations into incidents and ensures proper reporting requirements are met.
- Perform any other related duties as required or assigned.
- Performs duties and responsibilities in a manner consistent with the five core values of Opportunities, Inc.-integrity, compassion, accountability, respect, and excellence (iCARE).

PHYSICAL REQUIREMENTS

- Frequent sitting, bending, standing, walking;
- Must be able to lift up to 25 pounds at times.

Supervisory responsibilities: Qualified Intellectual Disabilities Professional (QIDP), Program Services Assistant, Direct Care Instructors

Reports to: Executive Director

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.

I acknowledge that I have read and understand the requirements, major responsibilities and duties of the above job description.

Staff Signature:	Name	Date:	Date
Supervisor Signature:	Name	Date:	Date
Last Updated By:	Sherry Young	Date:	10/26/2020