



HOME:	Caressant Care Nursing & Retirement Homes Ltd.	DEPT:	Administration
SUBJECT: Job Description – Administrator		ISSUING AUTHORITY Corporate	
EFFECTIVE DATE: May, 2013	SUPERCEDES: March, 2007	REVIEWED DATE: May, 2013	

JOB TITLE: Administrator

DEPARTMENT: Administration

RESPONSIBLE TO: Regional Manager

JOB SUMMARY:

The Administrator assumes full supervisory responsibility for the administration and operation of the facility, according to corporate and governmental policies, in such areas as: general administrative functions, general financial responsibilities and facility relationship functions.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Ensure that resident care and safety is always the number one priority of the Home.
2. Establish and review the organizational structure, Mission Statement, Vision and Values annually to ensure its effectiveness in meeting the facility's objectives.
3. Taking direction from the Corporate Strategic Plan, the Administrator ensures the Home has a written strategic plan and the plan is reviewed and revised annually.
4. In consultation with corporate office personnel, assists in the appointment, promotion, compensation, discipline, suspension and release of all employees.
5. Delegates responsibilities to management team members and/or supervisory personnel based on clearly define lines of authority and communication.
6. Ensure adherence to directives of all applicable legislation, e.g. Long Term Care Act, Employment Standards Act, Occupational Health & Safety Act, Health Insurance Act, and Current Collective Agreement.
7. Enforces and promotes all directives from the corporate office.
8. Develops a program of on-going facility maintenance, and completes daily rounds to ensure effectiveness of same.
9. Ensures that the facility operates within a framework of economic viability.



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PRIMARY DUTIES AND RESPONSIBILITIES: (continued)

10. Establishes financial responsibilities throughout the facility and evaluates, selects and implements financial policies and procedures recommended by the corporate office personnel of Caressant Care Nursing & Retirement Homes Ltd.
11. Review budget status monthly and initiates appropriate action deemed necessary to adhere to same. Obtains quotes on equipment repair/replacement and submits to corporate office.
12. Ensures that there is effective and efficient procurement and supplies control procedures in place.
13. Ensures that all reasonable measures are taken to facilitate optimal occupancy levels with the facility.
14. Establishes and maintains effective liaison with the Advisory Physician and all other persons admitting and caring for residents within the facility.
15. Implements an on-going consultative process with all established liaisons, resolving any mutual problems and ensuring maximum co-operation between all disciplines and levels with the facility
16. Remains aware of pertinent community affairs. Maintains contact with other health and social services professionals, and the community at large. Consistently promotes a positive image of the facility and corporation.
17. Completes and oversees all necessary documentation, report submissions and record retention according to government and corporate guidelines.
18. Recognizes safety hazards and promotes a safe environment for residents and staff by following an established policy and procedure and reporting hazardous situations in a timely fashion.
19. Promotes and enforces (with Human Resources input) Caressant Care's policy with regards to zero tolerance for abuse.
20. Ensure the home has a well functioning CQI program and a utilization review system



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OTHER DUTIES AND RESPONSIBILITIES:

1. Participates in and/ or co-ordinates any committees, meetings with the facility.
2. Responsible for ensuring fire protection plan is in place in accordance with governmental and corporate guidelines which has been approved by the local fire department.
3. Shares "on-call" responsibility as necessary with other administrative personnel.

SKILLS AND KNOWLEDGE REQUIRED:

1. A newly hired Administrator will be required to have:
 - A post-secondary degree from a minimum of three (3) year program, or a post-secondary diploma in health or social services from a minimum two (2) year program.
 - Three (3) year's experience working in a managerial position, preferably in the health or social services sector.
 - Have successfully completed or be enrolled in a program in long-term care home administration or management that is a minimum of 100 hours in duration of instruction time.

If hired prior July 1, 2010, the Administrator is deemed to have met these requirements.

2. Demonstrated leadership and administrative ability.
3. Working knowledge of the Long Term Care Act.
4. Excellent interpersonal skills.
5. Excellent communication skills (oral and written).

SUPERVISION AND DIRECTION RECEIVED:

The Administrator is supervised directly by the Regional Manager and indirectly by the Vice President Operations.

AUTHORITY EXERCISED:

All facility personnel.