



Posting Open:

7/22/2016

Posting Closed:

This posting shall remain open until filled – preference will be given to applications received by end of business on Friday, August 12, 2016.

DEPARTMENT:

Hope Creek Care Center

JOB TITLE:

Executive Director/Administrator

JOB CLASSIFICATIONS:

Exempt

STARTING SALARY:

\$100,000 to \$120,000

Interested candidates should submit resume, cover letter, and completed employment application (a full job description and employment application can be downloaded at:

<http://www.rockislandcounty.org/Jobs/>) to: Rock Island County, IL, Attention Dave Ross, County Administrator, 1504 Third Avenue, Rock Island, IL 61201 – Or - jclyde@co.rock-island.il.us



Rock Island County

Job Description

TITLE:	Hope Creek Executive Director/Administrator
DEPARTMENT:	Hope Creek Administration
SUPERVISOR:	County Administrator
FLSA:	Exempt
EMPLOYMENT STATUS:	At-Will Employee

SUMMARY: The Administrator will be responsible to the County Administrator for the facility's general administration and delivery of high quality rehabilitative, intermediate and skilled care in a manner that ensures residents', visitors' and employees' health and safety. The Administrator will support, train, and lead staff to become motivated and competent caregivers. The Administrator will operate the facility in accordance with the provisions of the Code of Illinois; Illinois Department of Public Health; and Federal and State guidelines and regulations. The Administrator will be a wise steward of the tax payers' investment.

ESSENTIAL JOB FUNCTIONS:

- Must be capable of regular and predictable attendance at a specified location in order to perform assigned tasks.
- Oversight of all facility operations to assure all functions of the facility, including: the delivery of high quality rehabilitative, intermediate and skilled care; non-medical services; and program components are conducted on a timely basis, and in compliance with all applicable rule and regulations.
- Provides overall supervision to management include interviewing, hiring, and employee development; planning, assigning, and directing work; appraising performance; disciplining employees; addressing complaints and resolving problems.
- Research, analyzation, development and presentation of written and oral reports for County Board, County Administrator, Hope Creek Advisory Board, County Board Committees, and other oversight agencies as required.
- Develops and enforces the operating policies and procedures to reflect the goals and objectives of Rock Island County, and other established programs.
- Administers regulatory compliance of the Illinois Department of Public Health (IDPH), and other established programs operation.
- Collaborates with the County Administrator, Hope Creek Advisory Board, and outside financial consulting firm(s) to establish annual facility budget, and monitors expenditures throughout the year to ensure adherence to the adopted budget.
- Ensures licensing standards, resident/staff safety, and health requirements are in compliance.
- Protects resident's rights to fair and equitable treatment, self-determination, individuality, privacy, property, and civil rights.
- Collaborates with County Administrator, or designee, to assist, negotiate, and manage union agreements that advances the efficient and effective use of quality and competent staff.
- Each Rock Island County employee is responsible to engage in periodical activities that include, but are not limited to: (a) County-wide risk management/safety training, and (b) departmental educational training, and/or (c) evaluation/physical improvement of departmental physical assets) that prevents, reduces, or corrects safety hazards

The statements contained herein reflect the principal function and most significant duties of the job, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Demonstrated ability to adjust to change in work schedule to meet facility needs.
- Demonstrated exceptional interpersonal skills, and the ability to communicate and effectively lead staff, residents, visitors, and the general public.
- Demonstrated project management skills.
- Knowledge of Long-Term Care and Employment Law
- Ability to work both independently and with the team.
- Ability to display enthusiasm in working with residents and staff to enhance their interest and to support the goals and objectives of the department.
- Ability to work in an environment with frequent interruptions

Standard Requirements:

- Supports the Mission, Values and Vision of Rock Island County and Hope Creek Care Center.
- Has a high level of knowledge of resident's rights, and ensures an atmosphere which allows for the privacy, dignity and well-being of all residents in a safe, secure environment.
- Procession and demonstration of a high expectation of performance supported by excellent organizational and time management skills.
- Strong verbal and writing skills for effective internal and external communication.
- Creativity and initiative to provide new approaches to problems including ability to use effective reasoning and deductive skills.
- Maintains interpersonal relationships which encourage openness, candor and trust, within the facility, and outside the County.
- Maintains positive relationships with elected officials, County Board members, and outside entities.

MINIMUM QUALIFICATION REQUIREMENTS:

Education/Experience:

- Requires a Bachelor's Degree in Health Care or Business Administration or completion of accredited Nursing Home Administration coursework.
- Requires three to five years of progressively responsible administrative or management experience in a long-term care setting.
- Requires current licensure by the Illinois Department of Professional Regulation as a Nursing Home Administrator, or the ability to apply for an Illinois license within 60 days of employment..
- Requires a valid driver's license.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct, and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

The statements contained herein reflect the principal function and most significant duties of the job, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.