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| Adrian Dominican Sisters adslogobw  Figure JOB DESCRIPTION**Administrator** **Dominican Life Center** | | | | |
| **Issue Date: 5/1/97** | Rev. No. 6 | **Rev. Date: 9/6/19** | **Page 1 of 4** | **Approved By: Frances Nadolny, OP** |

**DEPARTMENT: Administration, DLC**

**REPORTS TO: General Council Liaison**

**FLSA:** Exempt

**GENERAL SUMMARY:**

This leadership position has responsibility to oversee all aspects of the Dominican Life Center including planning for space utilization, proper levels of resident care/living and program implementation. Performs duties consistent with the mission, vision and values of the Adrian Dominican Sisters and a holistic care model that empowers residents and co-workers.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

1. **DOMINICAN LIFE CENTER (DLC):**

• Develops annual goals and objectives in keeping with the overall Mission

Statement of DLC and the Mission and Vision of the Congregation.

• Formulates as needed and reviews annually administrative policies and

procedures; reviews and approves all DLC department policies and procedures.

• Hires, evaluates, and supervises Nursing, Resident Services and Pastoral Care Department Directors, Social Worker, and DLC Administrative Assistants.

• Coordinates department director leadership team to include all directors with responsibility within the DLC. Meets with these department directors on a regular basis collectively and individually.

• Responsible for development and implementation of the DLC budget.

Coordinates all financial operations within DLC and with the Congregation Finance office.

• Delegates responsibility to Department Directors for daily operation of

department budgets. Oversees cost effective process for acquisition of equipment and supplies. Researches and ensures the utilization of all sources of reimbursement for services provided at the DLC.

• Demonstrates ability to develop relationships with Co-workers and Residents as appropriate. Schedules and holds meetings with residents to share updates and request feedback.

* Works with Resident Advisory Council to gain insights and advice relative to residents’ concerns and needs.

• Approves all admissions. For resident placements and transfers within the DLC, collaborates with the Interdisciplinary Team and consults with the resident’s Chapter Prioress.

• Oversees that the utilization of nursing services is appropriate to the residents’ care needs.

• Oversees Quality Assurance and infection prevention efforts in an interdisciplinary manner. Oversees safety programs for the DLC in coordination with the Safety Committee.

• Is familiar with current state and national long term care regulatory requirements and assesses their applicability to the DLC.

• Chairs and/or participates in appropriate DLC committees.

• Exhibits understanding and implications of ethical issues, consistent with the Catholic faith, that may arise in determining appropriate medical care for residents.

• Assures appropriate resident confidentiality and ensures administration of facility according to HIPAA guidelines

* Demonstrates proper leadership and reinforces a positive attitude towards infection prevention and safety in the workplace: provides a good example of safe behavior, intervenes to correct inappropriate behavior, initiates training, and enforces all health and safety policies in a proactive manner.

• Performs other related duties as assigned by supervisor.

1. **GENERAL COUNCIL LIAISON AND CHAPTER PRIORESSES:**

• Updates Council Liaison on all pertinent operations of DLC.

• Maintains relationship and communication with Chapter Prioresses regarding admissions, alternative placements, and health statuses of the residents.

• Ensures that Chapter Prioresses maintain appropriate consultation with resident’s Durable Power of Attorney (DPOA) for health care.

3. **CAMPUS:**

* Serves as a member of the Building Administration Team to collaborate at the Campus level on policy administration and other strategies to promote a “One Campus” culture and reduce silos.
* Serves as a member of the Campus Administration Team. Collaborates with Admin Team and other campus Directors to ensure seamless communication across campus.

4. **MEDICAL COMMUNITY:**

• Maintains professional rapport and open communication with all pertinent health

care providers.

• Coordinates physician services for DLC.

• Identifies and recommends a physician to act as Medical Director for DLC.

Coordinates Medical Director’s services.

* Secures contracted services for medical, social, hospice and other needs that arise.

• Networks with Health Care Administrators of other religious Congregations and

community health care centers.

**REQUIREMENTS:**

**Education:**

1. Bachelor's degree required, Master's degree preferred, from accredited college or university in administration, geriatrics, health care or related field.

**Experience:**

• 5-7 years of administrative and supervisory experience in a large organizational setting.

* Experience working with religious community preferred
* Leadership experience in a healthcare setting preferred.

• 5-7 years utilizing skills and abilities listed below.

**Knowledge, Skills, and Abilities:**

1. A demonstrated commitment to a holistic care model that endorses involvement of the residents.
2. Demonstrated abilities in collaborating, planning, organizing, managing, problem solving, decision-making, and budgeting.
3. Ability to communicate effectively with a variety of personalities
4. Strong interpersonal skills; ability to facilitate and lead strong professional team.
5. Ability to see "larger picture".
6. Ability to be innovative, creative and able to initiate/facilitate/implement change.
7. Ability to be flexible in daily routine of meetings, numerous interruptions, adjustment and rearrangement of priorities.
8. Ability to laugh and not take life too seriously.
9. Commitment and sensitivity to Sisters dealing with life issues.
10. Understanding of the values and goals of the Adrian Dominican Sisters

**Physical:**

1. Must have physical stamina to perform all duties.

**•** Must be sighted and capable of hearing.

**WORKING CONDITIONS:**

1. Work in "busy office" and medical areas with numerous interruptions.
2. Required to work and/or be on call some evenings, weekends, and holidays as needed.
3. At least 80-hours per pay period.

**ACCOUNTABILITY:**

Accountable to: General Council Liaison

Accountable for: Department Directors, Administrative Staff, Social Worker, and Contracted Staff

The above statements are intended to describe the general nature and level of work required of this position. It is not meant to be an exhaustive list of all responsibilities, duties and skills required.

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Dominican Life Center Administrator General Council Liaison

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Date