



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 018-24

OPENING DATE: 06/18/2024

CLOSING DATE: Open Until Filled

POSTED: IN/OUT

POSITION: Assisted Living Administrator
PAY GRADE: E8 (\$35.01/hr. - \$49.02/hr.)
FLSA STATUS: Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: POI Funded
DEPARTMENT: Assisted Living Facility
REPORTS TO: Governor
BACKGROUND LEVEL: Child/Elder

JOB PURPOSE: Responsible for the oversight, development, implementation, coordination, management and evaluation of all program functions.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned in this position.

JOB DUTIES:

- Ensures facility compliance with all Federal, State, Tribal and facility regulations and policies.
- Ensures that all practices and policies are carried out in the highest ethical manner.
- Ensures recruitment and retention of quality, professional, service-oriented personnel.
- Represents the facility's place in the community at large.
- Coordinates all contracts and schedule visits with consultants (physician, licensed nurse, registered dietician and pharmacist).
- Plans and organizes systems of care, objectives, policies, and procedures, staffing patterns/schedules and staff development based on the needs of the facility within the framework of the established budget.
- Interprets and maintains standards of care and practices.
- Develops a plan of care and meets regularly with personnel to address quality of care or quality of life issues for residents.

- Conducts daily rounds to evaluate operations and provides direction to the facility staff to attain or maintain the highest standards of assisted living facility operation.
- Appropriately orders and utilize supplies and equipment and monitors personnel for safe and effective operation.
- Provides direction to personnel through written standards, policies and procedures.
- Develops an effective marketing plan to include presentations, tours to admit and retain residents for occupancy.
- Meets with the resident/responsible party at the time of admission to complete all admission documents.
- Develops an activity calendar for personnel to implement on a daily basis.
- Ensure all resident medical files are secured.
- Ensures the facility in coordination with the Isleta Elder Center provides a daily menu to be posted and ensure all meals are served in a timely manner to the residents.
- Performs annual written performance evaluation on all facility personnel.
- Builds an effective team to address and facilitate efficient day-to-day operating functions of the facility.
- Evaluates policies, procedures, objectives, staffing patterns, personnel, budgetary concerns, training programs and resources for facility.
- Plans, enforces, and prepares the facility for state survey process.
- Monitors and enforces systems/procedures designed to provide security and safety for residents and staff.
- Oversees business functions of the facility insuring proper management of admissions, ancillaries, meals and related office and paperwork requirements.

SUPERVISION RESPONSIBILITIES:

- Assisted Living Facility Staff and consultants (licensed nurse, registered dietician, pharmacist and physician).

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Bachelor's Degree in Gerontology, Social Work, Case Management, Health Care, Health Education or related field.
- Two years' work experience working in a health care environment or assisted living center; or equivalent combination of education and experience and/or two years of supervisory, management, budgeting, organizing, coordinating program development, purchasing and reporting.
- CPR Certification.
- Current New Mexico Assisted Living Administrators License.
- Must be able to pass a TB screening.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Must pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of NM Medicaid Programs.
- Knowledge of assisted-living services, agencies and resources.
- Knowledge of office functions, procedures, and policies.
- Skill in operating various word-processing and database software programs.
- Skill in treating patients with tact, courtesy, and respect.
- Ability to set priorities and create action items.
- Ability to conduct literature searches and perform research.
- Ability to operate computer, audio-visual equipment and office machines.
- Ability to read education materials and computer monitor.
- Ability to communicate clearly and accurately to individuals and large groups.
- Ability to maintain confidentiality.
- Ability to work a varied schedule, including weekends and evenings.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to handle multiple tasks and meet deadlines.
- Ability to exercise independent judgment.
- Ability to demonstrate sensitivity to the basic needs, material and emotional well-being of the elderly population.
- Ability to read, analyzes, and interprets technical procedures or governmental regulations.
- Ability to write reports, business correspondence and modify procedure manuals if needed.
- Ability to effectively present information as needed.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires frequent lifting of 25 lbs.

WORK ENVIRONMENT:

- Work is performed in a typical interior/office, health clinic or community environment with a moderate noise level.
- Employee may be exposed to unpleasant odors, bodily fluids, blood borne pathogens, hazardous material and infectious disease.
- Situations may occur where surgical masks, safety goggles, gloves and protective face shields are needed.
- Frequent interaction with the public.

PREFERENCE:

Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.