



**PUEBLO OF ISLETA  
HUMAN RESOURCES DEPARTMENT  
P.O. BOX 1270, ISLETA, NM 87022  
PHONE: (505) 869-7584 FAX: (505) 869-7579  
EMAIL: [poiemployment@isletapueblo.com](mailto:poiemployment@isletapueblo.com)**

**VACANCY ANNOUNCEMENT**

**POSTING NO: 018-24**

**OPENING DATE: 08/23/2024**

**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.