

# Office of Board of Commissioners

**COMMISSIONERS:**

*Steven J. Seitz  
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**WYANDOT COUNTY  
109 S. SANDUSKY AVE.**

**UPPER SANDUSKY, OHIO 43351-1497**

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*Martha Sue Shrider  
Clerk/Administrator*

## LEGAL ADVERTISEMENT

The Wyandot County Commissioners are asking for applications until October 5, 2018 for a licensed Administrator for our Skilled Nursing & Rehabilitation Center with 90 beds which is a Medicare/Medicaid certified facility. Applicants should not only have a passion for serving our residents but also leadership ability to direct our team of staff.

**Job Responsibilities:** Under administrative direction of the Commissioners Office, plans, directs and coordinates operation of the facility; ensures compliance of facility with federal and state regulations; prepares and maintains documentation; performs other related duties as required. Community involvement is extremely important.

**Requirements:** Minimum Bachelor's degree with 3 years or more experience in a nursing home and/or care center setting. Possess OLNHA.

Applications and Job Descriptions can be picked up at the Commissioners Office, 109 S. Sandusky Ave., Upper Sandusky, Ohio, 43351-telephone (419-294-3836) or online at [www.co.wyandot.oh.us](http://www.co.wyandot.oh.us). Wyandot County is an Equal Opportunity Employer.

BY ORDER OF THE WYANDOT COUNTY COMMISSIONERS



M. Sue Shrider  
Clerk/Administrator

Please publish September 10 & 17, 2018  
Proof of publication, please.

## **JOB DESCRIPTION**

Skilled Nursing & Rehabilitation Center Director

Applications accepted until October 5, 2018

Hours: 8:00 A.M. to 4:30 P.M. Monday through Friday

Pay Range: commensurate to experience

### **JOB RESPONSIBILITIES:**

Under the direction of the County Commissioners, plans, directs and coordinates operation of a 90 bed skilled nursing & rehabilitation home; ensures compliance of facility with federal and state regulations; prepares and maintains documentation; performs other related duties as required.

### **QUALIFICATIONS:**

**Education:** Must hold a current and valid OLNHA, Bachelor's Degree as minimum basis with graduation from an accredited school of Health Care Administration most desirable.

**Experience:** Three years or more experience in Administrative practice in nursing Facility.

**Special Demands:** He/She must be dressed appropriately at all times to properly portray the stature of the position. He/She must maintain an attitude to ensure the highest quality of patient care. A willingness to perform routine Administrative tasks on a continuous basis. He/She should be prepared to work a minimum of 40 hour week and be prepared to work long hours and at various times to assure job completion. He/She must be prepared to assume continuing education requirements as needed to upgrade Administrative procedures. Residence within 30 minutes of Wyandot County is required.

After having been offered this position, he/she must undergo a drug test per the request of the Board of Commissioners. If said test results should show any illegal drugs, the offer shall be rescinded based on any negative findings.

### **ILLUSTRATIVE DUTIES:**

Plans, directs and coordinates operation of facility, i.e. nursing care, food preparation, maintenance, housekeeping, laundry, etc.; establishes policies and procedures within parameters of state and federal regulations; ensures facility complies with applicable state and federal regulations, etc.

Inspects and monitors performance of nursing functions to ensure quality care for residents; inspects facility on regular basis in order to locate and identify structural and fire hazards and to ensure efficient functions of heating equipment, cooking appliances, etc.; inspects food storerooms to ensure adequate storage and care of food.

Ensures proper maintenance and care of facility buildings and grounds, e.g., repair or replacement of plumbing fixtures, replacement of electrical wiring, removal of snow, care of lawn and shrubs, etc. Consistently reviews service programs for efficiency and effectiveness.

Prepares facility budget requests; prepares expenditure and income reports and submits to Commissioners; monitor facility expenditures to ensure expenses do not exceed amounts appropriated; prepares and maintains records and other related documentation, e.g., fiscal reports for local, state and federal government agencies.

Interviews applicants for employment; hires, fires and disciplines employees; investigates and resolves employee complaints.

Interacts with residents to maintain good rapport; identifies and responds to resident's problems or concerns; confers with residents; families and friends concerning physical and mental well-being of residents.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of principles of management, regulations governing skilled and rehabilitation center operations, manpower planning, facility policies and procedures; ability to collect, analyze and interpret data, identify problem areas and recommend viable solutions, establish priorities, communicate effectively, develop and maintain working relationships with associates, elected officials, residents and general public. Knowledge of safety practices and procedures and sound budgetary process. The ability to prepare and maintain accurate documentation. Knowledge of principles of personnel administration, interpersonal relations, and public relations.