

# ADMINISTRATOR

## **JOB SUMMARY:**

The Administrator ensures quality and safe delivery of home care services; coordinates services that reflect the FirstLight HomeCare philosophy and standards of care; and plans, develops, implements and evaluates the agency's services, programs and activities.

## **ESSENTIAL FUNCTIONS:**

- Organizes and directs the Agency's ongoing liaison among the Governing Body, management and staff.
- Employs qualified personnel and ensures adequate staff education and evaluations.
- Ensures the accuracy of public information materials and activities.
- Implements an effective budgeting and accounting system; assures accuracy of billing procedures.
- Shares copies of philosophy with all employees.
- Consistently follows Agency policies and procedures to set an example for employees.
- Reviews Agency manuals once per year for completeness and accuracy.
- Assesses employees on an ongoing basis to ascertain their understanding of policies and procedures.
- Assists employees to support policies and achieve necessary changes.
- Uniformly enforces policies and procedures.
- Maintains two-way communications with employees and fair administration of personnel policies.
- Documents employee issues in personnel files.
- Disciplines employees as necessary.
- Directs the Agency's ongoing functions.
- Monitors budget hours and ensures Agency does not exceed allowance each year.
- Monitors equipment abuse and takes steps to keep it to a minimum.
- Evaluates effectiveness and efficiency of the Agency.
- Uses statistical data to determine quality and quantity of services.
- Maintains compliance with applicable federal, state, and local rules and regulations.
- Supervises all business affairs.
- Develops and implements salary program within approved policies and procedures.
- Participates in personnel professional growth and development.
- Plans and directs operations to ensure the provision of adequate and appropriate care and services.
- Fiscal planning, budgeting and management.
- Recruits employees and retains qualified personnel to maintain appropriate staffing levels.
- Establishes and maintains effective channels of communication.
- Ensures Agency personnel have current information and practices.

- Evaluates services and programs.
- Ensures staff development including orientation, in-service education and continuing education.
- Coordinates with other program areas and management as appropriate.
- Maintains current knowledge of local trends and issue.
- Ensures that appropriate service policies are developed and implemented.
- Directs staff in performance of their duties including admission, discharge and provision of service to clients.
- Assures appropriate staff supervision during all operating hours.
- Appoints a similarly qualified alternate to be available at all times during operating hours in the absence of the Administrator.
- Ensures all Agency documentation is timely, accurate and maintained appropriately.

**JOB SPECIFICATIONS:**

- High School Diploma; College Degree preferred.
- Previous management experience
- Demonstrated ability in or application of organizational/communication skills.
- Ability to deal effectively with high levels of stress.
- Ability to enlist the cooperation of many people in furthering a program.

**Working Environment:**

Works both in the Agency office and in the field with clients and referral sources.

**Lifting Requirements:**

Ability to perform the following tasks if necessary:

- Maintain stamina during extended periods of time while standing and being involved in physical activity.
- Moderate lifting not over 25 pounds.
- Do extensive bending, lifting and standing on a regular basis.
- Constantly position self to do extensive bending, lifting and standing on a regular basis to assist clients.

**Risk Exposure:**

Low risk

**JOB RELATIONSHIPS:**

Supervised by: Governing Body/Agency Owners

Workers Supervised: All home care staff

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. This job description is subject to change at any time.

I have read the above job description and fully understand the conditions set forth therein, and if employed as an administrator, I will perform these duties to the best of my knowledge and ability.

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Date

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Signature