



## MESCALERO APACHE TRIBE JOB ANNOUNCEMENT

**Position Title:** Care Center Administrator  
**Department:** Mescalero Care Center  
**Employment Status:** Exempt                      **Grade E9**  
**Open date: December 14, 2022**                      **open until filled**

**Job Summary:** Accomplishes the Mescalero Care Center strategic objectives by planning, organizing, and supervising all functions to operate and maintain program activities. Protects the assets of the Mescalero Apache Tribe and the safety of the public and employees. The Administrator is delegated the administrative authority, responsibility, and accountability necessary for carrying out the overall day-to-day functions of the facility in accordance with current Federal, State and local standards, guidelines, and regulations that govern nursing facilities to assure the highest degree of quality care can be provided to our residents at all times.

*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 to this position.*

### **Duties and Responsibilities**

- Plan develop, organize, implement, evaluate and direct the facility's programs and activities in accordance with appropriate guidelines.
- Improves staff effectiveness by ensuring that hiring supervisors are hiring appropriately for the vacant positions, and are providing initial mentoring, training, and counseling as necessary.
- Enduring supervisors are recommending appropriate disciplinary action for employees; and are planning, delegating, monitoring, and appraising job tasks and results in a timely manner.
- Ensures appropriate departmental staffing levels (according to resident census), based on efficiency and cost effectiveness; yet, maintaining operational requirements as dictated by recommended external (State, Federal and accreditation standards), and internal controls and management.
- Establishes, implements, and effectively communicates goals, objectives, policies, and procedures in accordance with the overall Care Center strategic plan.
- Creates a work environment that encourages ethical conduct, respectful interpersonal relations, open communication, innovative thinking, and creative problem solving with respect and sensitivity to the Tribe's culture.
- Achieves financial objectives by preparing and administering the annual budget, inclusive of operational plans and objectives, and recommends staffing and expenditures.
- Ensures long-term care and internal controls are being followed.
- Ensures supervisors are monitoring computer stations and hard-copy confidentiality of Patient Medical information (PMI).
- Provides advice, guidance, direction and authorization to carry out major plans, standards and procedures consistent with the rules and regulations of the Mescalero care Center.
- Oversees and/or conducts investigations pertaining to resident care, in conjunction with Risk Management, and any violations and/or noncompliance related to their healthcare and safety.
- Reviews Care Center, administrative, and nursing staff license applications, and dietary, nursing and maintenance certifications, as well as initial and on-going employee background checks and

Effective March 2022  
Care Center Administrator

recommends, approves or denies, as appropriate.

- Ensures that all employees, residents, visitors and general-public follow the facility's established policies and procedures.
- Reviews survey to ensure any noted deficiencies are, or have been, corrected, and documented.
- Reviews and issues reports on complaints, notices of violations, revocations, suspensions and denials.
- Represents the organization with tribal administration, tribal council, legal counsel, regulatory agencies, vendors, associations and the public.
- Establishes rapport with residents and families, internal and external employees and directors.
- Develops and implement a records management program for filing, protection, and retrieval of records, and assures compliance.
- Collects, analyzes, organizes, and provides Tribal officials with information on issues and program activities as requested by executive council or prepares for presentation to full tribal council.
- Prepares and presents reports on the status, activities, and plans for current and future operations.
- Hosts regular staff meetings to ensure on-going communication among personnel regarding program-related activities and expectations to meet the needs of the Mescalero Care Center.
- Maintains professional and technical knowledge by: conducting research; attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional societies; and conferring with representative of contracting agencies and related organizations.

#### **Minimum Qualifications:**

- Bachelor's Degree in Public Health Administration or Business Administration, required. Health-related degree is preferred.
- Must have a current, unencumbered Nursing Home Administrator's license is required to meet State of New Mexico licensure requirements.
- Must have a minimum of two complete years of experience in a supervisory capacity in a hospital or nursing facility.
- Must have a valid NM Driver's License.
- Must successfully pass a pre-employment drug/alcohol screen background investigation.

#### **Specific Requirements:**

- Must demonstrate the knowledge and skills necessary to provide care appropriate to the age-related needs of the residents served.
- Must be able to read, write, speak and understand English language; bilingual English/Apache preferred.
- Must be able to make independent decisions when circumstances warrant such action.
- Must possess the ability to deal tactfully with personnel, residents, family members, visitors, government agencies/personnel and the public.
- Must have a thorough knowledge of OBRA regulations, the survey process, survey tag numbers, and quality measures.
- Must possess the ability to plan, organize, develop, implement, and interpret the programs goals, objectives, policies and procedures, etc. that are necessary for providing quality care and maintaining a sound operation.
- Must be thoroughly familiar with laws, regulations, and guidelines governing and administering a nursing facility.
- Must have patience, tact, a cheerful disposition and enthusiasm.

- Must be willing to handle residents, staff and visitors, based on whatever maturity level at which they are currently functioning.
- Must possess the ability to seek out new methods and principles and be willing to incorporate them into existing practices.
- Must be able to maintain good personnel relations and promote employee morale.
- Must be able to read and interpret financial records, reports, etc.
- Must be knowledgeable of computer systems, system applications and other office equipment.
- Must be able to communicate policies, procedures, regulations, reports, etc., to personnel, residents, family members, visitors, and state and government agencies/ personnel.
- Must not pose a direct threat to the health or safety of other individuals in the workplace.
- Must have strong communication and computer skills

### **Knowledge, Skills and Abilities**

- Knowledge of applicable tribal, federal, state, county and local laws, regulations, and requirements related to nursing facilities.
- Knowledge in human resources management policies and procedures.
- Knowledge of statistical compilation and analyses.
- Knowledge of effective principles and practices of management and supervision.
- Knowledge of department organization, functions, objectives, policies, and procedures.
- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Skills in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and presentation software (such as Power Point).
- Skill in understanding and interpreting complex statutes, ordinances, regulations, and standards.
- Skill in providing leadership to, supervising, training, and evaluating assigned staff.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Skill in preparing, reviewing, analyzing operational and financial reports.
- Skill in budget preparation and administration.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to work independently with minimal supervision.
- Ability to maintain confidentiality.
- Ability to make solid decisions and exercise independent judgement.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to prepare accurate, complete, and legible reports, and create and present detailed, accurate, objective, and effective speeches and presentations.
- Ability to interpret applicable federal, state, county, and local laws, regulations, requirements, ordinances, and legislation.

*Tribal preference and Native American Indian preference shall apply to all positions.*

**Physical demands (with or without aid of mechanical devices)**

While performing the duties of this job, the employee must be able to move intermittently throughout the workday. Is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; sit; climb or balances; and stoop, kneel, crouch, or crawl,. The employee must occasionally lift and/or move up to 25 pounds.

**Work Environment**

Typically, work performed indoors, in an office with a low noise level. Some work performed in an environment with exposure to blood/body fluids. Established procedures identify the appropriate personal protective equipment (PPE) used while working in this environment. Evening, weekend, and/or holiday work will be required.