



MESCALERO APACHE TRIBE Position Description

JOB OPPORTUNITY

Position Title: Long Term Care Administrator
Department: Mescalero Care Center (MCC)
Supervision: Tribal Administrator
Employment Status: Exempt
Grade: NE6
Salary: DOE

OPEN DATE: DECEMBER 3, 2018 CLOSE DATE: DECEMBER 14, 2018

Job Summary

Responsible for the oversight of the day to day operations of the facility, by overseeing all activities of a nursing home in accordance with established policies and federal and state guidelines. Will be responsible for the supervision of the clinical and administrative affairs of the facility. Will oversee other staff in relations to personnel and financial matters, as well as oversee the medical care, medical supplies, and the facilities operations. Under the direct supervision of the Tribal Administrator working closely and in a positive manner to make the necessary changes in the facility towards future growth. Responsible for overseeing and handling critical patient admissions, finances, facility maintenance, residential care and staffing.

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

- Responsible for the day to day operations and oversight of the facility, personnel, clients and visitors within the facility.
- Responsible for overseeing and handling critical patient admissions, finances, facility maintenance, residential care and staffing.
- Makes the necessary changes and or recommendations for change within the facility.
- Responsible for personnel following the chain of command and abiding by policy and procedure set within the established guidelines of the Mescalero Apache Care Center and tribe.
- Responsible for working closely with Tribal Administrator and Human Resources in following and taking direction in a positive manner at all times.
- Responsible for adhering to federal, state and tribal laws as it applies to the care center.
- Counsels, terminates, and hire certain staff and with detailed documentation.
- Conducts staff meetings on a regular scheduled basis informing them of internal changes and or tribal administrative changes.
- Ensures the facility is up to code in all aspects of the facility for inspection purposes.
- Responsible for communicating effectively and clearly too all staff so everyone is current with all information.
- Responsible for being culturally sensitive and respecting the values, goals and practices of Mescalero Apache Tribe and the Care Center.

- Responsible for making decisions that in the best interest of the facility, staff and clients.
- Responsible for ensuring that Mescalero uphold a level of patient care for both clients and family members of the facility.
- Responsible for assisting and helping staff as needed and willing to respond to emergency situation at all times.
- Ensures there is cross training where needed and staff accountability.

Minimum Qualifications

- High School Diploma or GED.
- Four year degree BA/BS, Masters preferred in business administration, Long –term care administration, health service administration, nursing home administrators, public health or relevant field.
- Five years’ experience working in a Long Term/Nursing care facility.
- Must possess a NM State Nursing Home Administrator License.
- Must have knowledge in clinical practice.
- Must have a thorough understanding of patient safety as well as staff/facility safety.
- Computer, communication and positive leadership skills required.
- Must be responsible for personal and professional accountability.
- Must maintain a high level of confidentiality and ethics.
- Must successfully pass a pre-employment drug/alcohol screen and background investigation.

Knowledge, Skills and Abilities

- Thorough knowledge of state, federal and tribal laws and standards related to long term care.
- Knowledgeable in the areas of medical and health services management.
- Ability to lead, communicate, and conduct oneself in a professional manner at all times.
- Ability to manage a team of nurses, CNA’s, and other administrative personnel in a positive and ethical manner.
- Knowledge of risk management helpful.
- Ability to work with diversity.
- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and presentation software (such as PowerPoint).
- Ability to communicate effectively both verbally and in writing.
- Ability to uphold a high level of ethics and promote this with staff.
- Ability to lead in a team environment.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to represent organization in a professional manner, building respect and confidence in the community.
- Ability to create, compose, and edit written materials.
- Ability to maintain a high level of confidentiality.
- Ability to maintain accurate files.
- Ability to handle multiple tasks and meet deadlines.
- Ability to carry out instructions furnished in verbal or written format.

Physical Demands

While performing the duties of this job, the employee regularly is required to sit; use hands and fingers to handle, or feel; and talk and hear. The employee occasionally is required to stand; walk; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment

Work is generally performed in an office setting with a moderate noise level.

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