

THE NORFOLK HOSPITAL NURSING HOME  
SIMCOE, ONTARIO

JOB DESCRIPTION (Title): Administrator

BASIC REQUIREMENTS: (Education, Experience, Physical Abilities)

- Requirements as outlined in the Nursing Homes Act.
- Experience in an administrative capacity in institutional care.
- Able to demonstrate leadership and administrative ability and work effectively with others.

RESPONSIBLE TO WHOM (Title): Executive Director

RESPONSIBLE FOR WHOM (Title): Director of Nursing, Activation  
Co-ordinator, Admin Assistant

RESPONSIBILITIES:

1. Is responsible to the Executive Director for organizing, planning, directing, co-ordinating, evaluating and reporting activities of The Norfolk Hospital Nursing Home.
2. To ensure the philosophy of the Nursing Home is reflected in the yearly objectives set.
3. Oversees the formation and functioning of various committees and Ad Hoc Committees as required.
4. To ensure the provision of a staff development program which is focused on resident welfare and includes orientation, skill development and continuing education allowing for the participation of staff in planning, implementing and evaluating these programs.
5. Assists the Director of Human Resources in union matters related to contract negotiations, grievance procedures and union-management relations.
6. To be a member of The Norfolk Hospital Nursing Home's Resident Care Team, the Pastoral Care Committee, the Credentials Committee, and the Pay Equity Committee.
7. Initiates, reviews and prepares documents, policies and procedures to conform with the Canadian Council on Health Facilities Accreditation of long term care centres. Initiates the survey and maintains those policies and procedures so as to retain the accreditation status.

8. Deals personally with Ministry of Health and the Inspection service. Responds to areas of non-compliance and recommendations after reviewing action plans with the Director of Nursing or other department heads as required.
9. Reviews all job descriptions and recommends any necessary changes.
10. Ensures a proper fire safety and disaster plan is implemented into normal operations.
11. To participate in The Ontario Nursing Home Association and other health related organization activities.
12. To work with the Assistant Executive Director - Finance in establishing and controlling the annual budget for both operational and capital requirements of the Home.
13. To review and analyze the monthly financial statement of the Home.
14. To ensure that all financial records and other reports that are required are prepared and submitted.
15. To co-ordinate services of The Norfolk Hospital Nursing Home with the Norfolk General Hospital department heads, i.e. Nutrition and Food Services, Plant Operations, Housekeeping and Laundry, etc.
16. To assist in the development of an effective Residents' Council. Attends Residents' Council meetings when requested in order to discuss concerns/complaints/suggestions.
17. To maintain an effective and positive liaison between residents and families.
18. Ensures resident/family/responsible party reviews and signs an admission contract on a yearly basis.
19. To develop an information system to keep families informed and involved in the care of the residents, i.e. care conferences, newsletter, correspondence as required.
20. To participate with the Director of Nursing and the Advisory Physician in the admitting process by providing and/or ensuring an orientation package and interview is conducted with all new residents/responsible parties.
21. To maintain an effective liaison between the Advisory Physician and the Home's attending physicians.

22. Ensures that there is a Medical Advisor and ensures that a signed agreement is renewed annually by the Board of Trustees.
23. Ensures all staff are knowledgeable of the Resident Bill of Rights and assists staff to respect and promote the Bill of Rights.
24. To provide supervision to the Director of Nursing, the Activation Co-ordinator, and the Administration Assistant
25. Performs evaluations on the above and reviews their work progress regularly.
26. Has the authority to hire, direct, reprimand, suspend or discharge employees.
27. Ensures a facility-wide, multidisciplinary Quality Assurance Program is implemented and ongoing.
28. Ensures that the health and safety of employees is not in danger at any time and that the Nursing Home is in compliance with broad Occupational Health and Safety policy and procedure.
29. Takes measures to ensure that supervisors know the law and regulations pertaining to Occupational Health and Safety as well as understanding issues regarding hazards in the work place.
30. Ensures that employees are made aware of potential hazards in the work place and how to deal with them in a safe and efficient manner. Also ensures that regulations are well communicated to all employees in the work environment.
31. Ensures that there are copies of the Occupational Health and Safety Act posted in the workplace.
32. Provides the necessary assistance to Occupational Health and Safety Committee members.
33. To act as secretary and attend all meetings of the Board of Trustees and make recommendations and report on the affairs of the Nursing Home.
34. Updates administrative skills through attendance at workshops and seminars.
35. Performs other duties from time to time as requested by the Executive Director and/or the Board of Trustees.

Reviewed August 2000