**SHENANDOAH VALLEY WESTMINSTER-CANTERBURY**

**300 Westminster Canterbury Dr.**

**Winchester VA 22603**

**POSITION DESCRIPTION**

**TITLE**: Chief Operating Officer/Administrator **DEPARTMENT**: Administration

**RESPONSIBLE TO**: President/CEO

**RESPONSIBLE FOR**: Chaplains, Wellness, Rehab/Therapy, Director of Resident Services and Director of Health Services, and for all staff in the absence of the President/CEO.

**JOB SUMMARY**: Ensures compliance with Federal, State and local health care regulations. Assumes the duties of the President/CEO in his/her absence. Serves as the Health Insurance Portability and Accountability Act (HIPAA) Privacy Officer.

**REQUIRED EDUCATION, EXPERIENCE, SKILLS, LICENSURE:**

1 . Licensed Nursing Home Administrator in the Commonwealth of Virginia, with minimum five years experience.

2. Graduation from an accredited college or university with baccalaureate preparation in business, health care administration or a related field.

3. Experience successfully supervising and leading teams.

4. Familiarity with computerized systems.

5. Successful experience with inter-personal relationships.

**JOB REQUIREMENTS:**

1 . Supports the mission and purposes of SVWC.

2. Supports the Board of Trustees and Administration.

3. Presents a professional, caring image.

4. Employment and annual Tuberculosis testing as required by Virginia State Licensure.

1. Must attend mandatory inservices required by the State Licensure and all other mandatory inservices and/or meetings required by other regulatory agencies and/or by SVWC.
2. Follows and supports the policies and procedures established by SVWC.

**ESSENTIAL DUTIES/RESPONSIBILITIES:**

1. Supervision of the operations of those departments for which direct-line responsibility is assumed. This supervision ensures that operations conform to the policies and procedures approved by the Board of Trustees; and ensures and maintains facility-wide compliance with the Federal, State and local regulations, as applicable to the various departments.
2. Serves as the CARF Coordinator. Responsible for the maintenance of accreditation.
3. Serves as the Health Insurance Portability and Accountability Act (HIPAA) Privacy Officer.
4. Responsible for the development, implementation and monitoring of the department budgets under direct supervision.
5. Attends meetings of the Board of Trustees and appropriate committees, and prepares for, provides staff support for, and has voice in, the committee meetings.
6. Reports operational concerns and makes recommendations to the governing board or its committees.
7. Maintains liaison with other Westminster-Canterbury JAM or CCRC facilities in Virginia and participates in Leading Age and other community, state and national organizations related to the continuing care retirement industry, as necessary.
8. Inspects the facility routinely to assure that established policies and procedures are being implemented.
9. Develops liaisons with local schools and universities.
10. Develops and maintains written policies and procedures in conjunction with department managers.
11. Applies Continuous Quality Improvement principles to existing financial and operating systems.
12. Provides staff development by planning, developing, organizing, implementing, evaluating, and directing the staff.
13. Develops and maintains written job descriptions and performance evaluations for each staff position.
14. Serves as providers of pharmacy, laboratory, X-ray, massage therapy, optical, hearing aid, and other ancillary services.
15. Responsible for procurement and management of providers contracts.
16. Reviews resident complaints and grievances and make written reports of action taken.
17. Attends and participates in workshops, seminars, etc. to keep abreast of changes in the long term health care field, as well as to maintain professional status.
18. Evaluates and implements recommendations from a variety of committees and teams.
19. Reviews and develops a plan of correction for deficiencies noted during survey inspections and provide a written copy of such plan to the relevant governing board and ombudsman representative as required.
20. Assists in the recruitment and selection of competent department directors, supervisors, consultants, and other auxiliary personnel.
21. Consults with department directors concerning the operation of their departments to assist in eliminating/correcting problem areas and/or improvement of services.
22. Counsels/disciplines personnel as requested or as may become necessary.
23. Terminates employment of personnel when necessary, documenting and coordinating such actions with the Director of Human Resources.
24. Maintains an excellent working relationship with the medical profession and other health related facilities and organizations through formal working and transfer agreements.
25. Reviews resident accident/incident reports and establish an effective accident prevention program.
26. Assures that the residents rights to fair and equitable treatment, self determination, individuality, privacy, property and civil rights, including the right to wage complaints, are well established and maintained at all times.
27. Reports occurrences to insurance company as required and appropriate.
28. Additional duties as assigned.

**AUTHORITY:**

To hire, evaluate, direct, discipline, and discharge those for whom responsible. To make administrative decisions within the guidelines of the mission, policies, and procedures established by SVWC.

**UNIVERSAL PRECAUTION RISK CLASSIFICATION:**

Category D: The person holding this position understands Universal Precautions Risk Classification categories apply to this position and the individual may be *exposed to* AIDS, HIV, and Hepatitis B viruses. Tasks that involve no exposure to Blood, Body Fluids, or Tissues. The normal work routine involves no exposure *to blood,* body fluids, or tissues (although situations can be imagined or hypothesized under which anyone, anywhere, might encounter potential exposure to body fluids).

**PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by all employees to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**VISION**

* Must be able to visually identify and discern printed words on either typewritten pages or computer screen.
* Must be able to identify and differentiate colors.
* Must have depth perception within normal ranges.

**HEARING**

* Must be able to respond to spoken words and other auditory sounds including the ringing of telephone or beepers and monitors.
* Must be able to respond and communicate orally by telephone.

**TOOLS AND EQUIPMENT**

* Must be able to use, operate, and interpret information from equipment in work area.

**SPEECH**

* Must be able to verbally communicate in the English language directly and over the telephone and be understood.

**RANGE OF MOTION**

* Must have mobility for all parts of the body, walking, bending, lifting, reaching above head and use of hands.
* Must be able to stand and/or mobilize by walking for 20% of an 8 hour shift.
* Some tasks may require sitting for 80% of the work day.
* Must have manual dexterity, fine motor skills (typing, computer, etc.)

**WORKING CONDITIONS**

* Must be able to work under stress.
* Must be able to work overtime (and some employees work rotation or call schedules).

**MENTAL CAPACITY**

* Must have mental capacity to fulfill the requirements of the job including problem solving, logic, communication and numerical calculations.
* Must be able to read and understand written instructions in English.
* Accurate recall and memory.
* Must be able to use judgement in making decisions and choices.
* Ability to analyze numbers and make basic mathematical calculations.

NOTE: This job description is not intended to be all-inclusive. An employee will also perform other reasonably-related job responsibilities as assigned by management as required. Shenandoah Valley Westminster-Canterbury reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. This job description does not constitute a written contract *of* employment.

**I have read the job description above and fully understand the requirements set forth therein.**

Employee Signature Date

REVISED: 4/2021

BY: JS/MW/CH