



**Job Title:** Nursing Home Administrator  
**Location:** Parker at Monroe  
**Reports To:** Chief Operating Officer  
**Career Level:** Senior Management

Parker Home is a not-for-profit organization specializing in offering adults a continuum of exceptional long-term care services, including residential nursing care and specialized memory care, assisted living and adult day services. With the company's tremendous growth and diversity into new markets, we are seeking a *Nursing Home Administrator* for our new home in Monroe, NJ.

The Administrator is responsible for leading the day-to day functions of the home in accordance with current, federal, state, and local standards, guidelines, and regulations to assure that the highest degree of quality care can be provided to our residents at all times. Responsible for administration, strategic planning, and supervision of the clinical and non-clinical operations affecting the delivery of care and services to promote optimal functioning, independence and autonomy of the Residents.

Excellent opportunity to work with a diverse and talented group of leaders in a dynamic and growing organization.

**Essential Duties and Responsibilities:**

- Plans, develops, organizes implements, evaluates, and directs the home's programs and activities in accordance with the organization's mission and vision;
- Develops and maintains written policies and procedures and professional standards of practice that govern the operation of the home;
- Assists departmental leaders in the development, use, and implementation of departmental policies and procedures and professional standards of practice;
- Represents the home in dealings with outside agencies, including governmental agencies and third party payers or provide an authorized representative of the home when unable to attend such meetings;
- Makes routine inspections of the home to assure that established policies and procedures and operating standards are being implemented and followed;
- Represents the home in state surveys of the home and responds to survey findings, including developing plans of correction for cited deficiencies. Ensures such plans incorporate timetables and methods of monitoring to ensure that such deficiencies do not recur;
- Maintains an person-directed liaison with families and residents;
- Maintains a good public relations program that serves the best interest of the home and community alike;
- Ensures that all home personnel, residents, visitors, etc., follow established safety and life safety regulations, to include fire protection/prevention, smoking regulations, infection control, etc.
- Collaborates with the Finance Director to develop and monitor the capital and operating budgets of the home to achieve financial objectives, direct corrective action and ensure the provision of superior cost effective residential service;
- Ensures that the resident's right 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.
- Reviews resident complaints and grievances and makes written reports of action taken. Discusses such actions with resident and family as appropriate;
- Creates and maintains an atmosphere of warmth, personal interest, and positive emphasis, as well as a calm environment throughout the home; encourages and supports teamwork.

### **Qualifications and Skills**

The successful candidate will be a high-energy, agile minded, strategic, proactive and direct communicator who is highly organized and dedicated to Parker's mission. This individual must have excellent communication skills, the ability to multi-task and solid leadership skills. The Administrator must be a team builder with the ability to develop and lead a group of professionals. In addition, the following qualifications are highly valued:

- Strong interpersonal skills and the ability to communicate with employees at all levels in an organization;
- Excellent critical thinking and problem solving skills
- Self-directed and results-oriented, demonstrating initiative and follow-through
- Ability to develop, maintain and manage relationships with key stakeholders.
- Must possess the ability to deal tactfully with personnel, residents, family members, visitors, government agencies/personnel and the general public;
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### **Minimum Qualifications:**

- Current unencumbered Nursing Home Administrators License in New Jersey.
- Bachelor's Degree in Public Health Administration or Business Administration, or a health related degree, required.
- Master's Degree in Public Health Administration or Business Administration, preferred
- Minimum five years' experience as a Nursing Home Administrator.
- Minimum ten years' experience in a supervisory capacity in a nursing home or assisted living.
- Knowledgeable of reimbursement regulations and nursing practices and procedures, as well as laws, regulations, and guidelines pertaining to nursing home administration.

### **This opportunity offers the following:**

- Rewarding work environment
- Competitive Compensation
- Annual Bonus
- Generous Paid Time Off
- Excellent Medical, Dental, Vision and Prescription Drug Plan
- Company sponsored Pension Plan
- 403(b) plan
- Paid Life & AD&D
- Paid LTD Insurance
- Tuition Reimbursement

Qualified candidates please forward resume with salary requirements:

Human Resource Department  
Francis Parker Memorial Home  
395 Schoolhouse Road  
Monroe, NJ 0831

Email: [resumes@feparker.net](mailto:resumes@feparker.net)  
Fax: 732-909-3391