

## HEALTH CARE ADMINISTRATOR (RUTH TAYLOR INSTITUTE)

GENERAL STATEMENT OF DUTIES: Assists in the administration of the Ruth Taylor Institute; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the direct supervision of the Director of Ruth Taylor Institute, the incumbent of this position assists in the management of that institution and is responsible for administrative detail and supervision of various administrative and regulation compliance programs. Direct supervision may be exercised over unit heads and indirectly over a large number of staff.

### EXAMPLES OF WORK: (Illustrative Only)

Assists in the formulation of policies and procedures of the Institute and is responsible for effective implementation and review of approved programs and hospital policy in the area of assignment;

Responsible for assuring that the Ruth Taylor Institute is in compliance with the State Hospital Code;

Supervises section heads involved in services to patients, as may be assigned by the Director of Ruth Taylor Institute;

Supervises daily activities through inspection and conferences, assuming responsibility for expediting such matters as personnel training, building maintenance, supplies, equipment, etc.;

Assists in the formulation of policies and procedures, rules and regulations, and in the preparation of reports, recommends and effectuates safety measures;

Assists in Budget preparation;

Inspects equipment and facilities;

Receives, investigates and adjusts complaints pertaining to operations of the Institute and/or its patients.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the principles and practices of nursing home administration and state regulations; familiarity with the problems of caring for aged and infirm persons; ability to identify problems and critical factors and to develop realistic solutions; ability to develop necessary guidelines and to integrate them into ongoing operations; ability to prepare clear and concise oral and written reports; ability to plan, direct and evaluate the work of staff, emotional stability; dependability; initiative; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a recognized college or university with a Bachelor's Degree\* and either (a) a Master's Degree\* in Health Care Administration, Public Administration, Hospital Administration or Business Administration and three years of experience in health care management and regulation; or (b) five years experience as stated in (a); or (c) an equivalent combination of the foregoing training and experience as defined by the limits of (a) and (b).

\*SPECIAL NOTE: Education beyond the secondary must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.