



Apostolic Christian Home

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## **Assistant Administrator Job Functions & Qualifications 2018**

### **Assistant Administrator Primary Job Functions**

- Project oversight and implementation (examples: facility assessment, community health incentives, outpatient therapy, and Illinois Aging Services Network)
- Oversees operation, waiting lists and coordination of sale/rental of independent living units
- Serves as Compliance Officer and HIPAA Privacy and Security Officer
- Supervises Human Resource Director and Receptionist
- Responsible for facility IT functions including ongoing trouble shooting and recommendations for hardware and software updates
- Ministry/pastoral duties including ongoing bible studies, resident counseling, prayers and reading of scripture
- Serves as Acting Administrator in the absence of the Administrator

### **Assistant Administrator Qualifications**

- Bachelor's degree in business or health care related field
- Willing to work towards obtaining Nursing Home Administrator license
- Ability to make independent decisions when circumstances warrant such actions
- Knowledge of IT systems
- Possess the ability to deal tactfully with personnel, residents, family members, visitors, government agencies and the general public.
- Ability to work harmoniously with and supervise professional and non-professional personnel.
- Ability to plan, organize, develop, implement, and interpret the programs, goals, objectives, policies and procedures, etc., that are necessary for providing quality resident care and maintaining a sound operation.
- Trustworthy
- Team player
- Compassionate
- People person
- Open communicator
- Self-motivated
- Flexible strong leadership skills