

## **ESKATON PROPERTIES, INC.**

**POSITION TITLE: *ADMINISTRATOR,***  
***Eskaton Lodge Brentwood***

### **POSITION PURPOSE**

This position manages an Independent Living (13 units), Assisted Living (93 units) and Memory Care (24 units) Facilities.

### **NATURE AND SCOPE**

This position helps to fulfill the mission of Eskaton by managing an assisted living building of attractive and reasonably priced living units with additional shared common space. The Administrator reports directly to the Director of Operations.

Responsible to: Senior Vice President of Operations and Director of Operations

### **Subordinate Positions:**

Resident Care Coordinator  
Resident Care Associates  
Business Office Manager  
Activities Director  
Secretary/Receptionist  
Housekeeping Staff  
Maintenance Staff  
Dietary Staff

### **Interrelationships:**

This position reports to the Senior Vice President Operations and the Director of Operations, Eskaton corporate support staff, vendors, clients, families, and RCFE licensing agents.

### **RESPONSIBILITIES**

The administrator shall have the responsibility to:

1. Administer the facility in accordance with these regulations and established policy, program and budget.
2. Where applicable, report to the licensee on the operation of the facility, and provide the licensee with necessary interpretations of recognized standards of care and supervision.
3. Develop an administrative plan and procedures to ensure clear definition of lines

of responsibility, equitable workloads, and adequate supervision.

4. Recruit, employ and train qualified staff, and terminate employment of staff who perform in an unsatisfactory manner.
5. Interviews potential residents and families. Completes pre-placement assessments and needs/services plan.
6. Provide or ensure the provision of services to the residents with appropriate regard for the residents' physical and mental well-being and needs, including those services identified in the residents' pre-admission appraisal, specified in Section 87583.
7. Make special provisions for the safety and guidance of residents with visual or auditory deficiencies.
8. Make provision for the resident with unmet needs to attend available community programs, including but not limited to, arranging for transportation.
9. Have the personal characteristics, physical energy and competence to provide care and supervision and, where applicable, to work effectively with social agencies.

## **POSITION REQUIREMENTS**

### **Knowledge, Skills, and Abilities**

Experience, as a manager of a large department, community or apartment complex and enjoying working with older persons and the disabled is a requirement. Clerical, budgetary, communication, and supervisory skills are a must.

1. Knowledge of the requirements for providing care and supervision appropriate to the residents.
2. Knowledge of and the ability to conform to the applicable laws, rules and regulations.
3. Ability to maintain or supervise the maintenance of financial and other records.
4. When applicable, the ability to direct the work of others.
5. Good character and a continuing reputation of personal integrity.
6. Be at least 21 years of age.
7. Maintain a current certification in first aid.
8. Maintain a criminal record clearance.
9. Health screening and TB test results will not be older than 6 months and received by the facility within 7 days of employment.

### **Education**

Have a high school diploma or equivalent, such as a General Education Development (GED) certificate. A four-year college degree is preferred. Must possess a current RCFE license.

The administrator in facilities licensed for fifty (50) or more shall have two years of college; at least three years experience providing residential care to the elderly; or equivalent education and experience as approved by the licensing agency.

All administrators shall be required to complete at least 20 clock hours of continuing education per year in areas related to aging and/or administration.

Administrators shall complete at least forty (40) classroom hours of continuing education during each two (2)-year certification period.

Administrators who renew their administrator certification on or after January 1, 2003, shall submit proof of having completed at least eight (8) hours of the 40 hour continuing education requirement in subjects related to serving residents with Alzheimer's Disease and other dementias, including, but not limited to, instruction related to direct care, physical environment, and admissions procedures and assessment.

This job description should not be construed to imply that these duties, responsibilities, authorities, and expectations are the exclusive requirements of the position. The incumbent may be required to follow other instructions and perform other related duties as determined by proper authority.