



ROCKINGHAM COUNTY
DEPARTMENT OF HUMAN RESOURCES
CAREERS

POSITION: DIRECTOR OF LONG TERM CARE SERVICES

Join our team as the Director/Administrator of Long Term Care at Rockingham County Rehabilitation, Nursing Center and Assisted Living. We are committed to providing preventative and restorative care to all residents and clients. Be a part of an organization you can be proud of.

SCOPE OF POSITION:

The Director of Long Term Care oversees the management, operations and clinical aspects of the Rockingham County Rehabilitation and Nursing Center, and Assisted Living Facility in compliance with all Federal, State and County policies, rules, regulations and statutes.

ESSENTIAL JOB FUNCTIONS:

- Ensures that policies and procedures are developed, implemented, monitored and evaluated.
- Observes, monitors and evaluates outcomes of all the facilities programs, policies and procedures.
- Demonstrates leadership skills in principals of teambuilding, motivating others, conflict management/resolution and negotiation.
- Develops and manages annual operating budget.
- Implements the appropriations approved by the County Legislative Delegation.
- Directs and oversees responsibility for financial records.
- Creates, implements and maintains a strategic plan to ensure long-term viability of the facility.
- Identifies areas of potential legal liability, and develops and implements an administrative intervention or risk management program to minimize or eliminate exposure.
- Establishes Marketing Action Plan focused on integration between the facility and other community resources.
- Ensures that all services are planned, implemented and evaluated to maximize residents/clients quality of life and quality of care.
- Negotiates, interprets, and implements financial aspects of contractual agreements.
- Reviews and approves all bids and requests for proposal specifications.
- Educates staff, residents/clients, families/responsible parties and other key groups of regulatory requirements.
- Must be able to work hours as scheduled based on the requirements of the position and facility.

REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor's Degree from an accredited college or university; course of study must meet the requirements of the New Hampshire Board of Nursing Home Administrators; Master's Degree preferred.
- Must possess and maintain a current, valid, New Hampshire NHA license.
- Five years Long Term Care (or equivalent) managerial experience.
- Solid knowledge of Federal, State, and local laws, regulations, agencies and Understanding of potential legal liability of the facility and potential legal and criminal liability of Administrator.
- Budget methods and financial planning.
- Crisis management.
- Computer proficiency skills with Microsoft Office applications and technology to support facility operations.
- Familiarity with Time and Attendance software systems is necessary.
- Interpersonal relations with proven communication skills, both verbal and written.

CRITICAL OUTCOMES:

- To engage in critical thinking and rational inquiry, using processes and current models to improve healthcare outcomes; develop organized documentation and approaches to systematic components of healthcare.
- To promote a culture of professional excellence and achievement, dedicated toward advancing excellence through lifelong learning.
- To demonstrate effective leadership model of care, communication and cultural responsiveness for interdisciplinary healthcare teams.
- To be an effective collaborator of healthcare, committed to utilizing professional knowledge of best practices in health promotion, disease prevention, quality, safety and equality.

SALARY RANGE: \$121,596.80 – \$168,334.40 annually dependent upon experience

STATUS: Full Time

SUBMISSION REQUIREMENTS: Employment application and resume required.

Apply Online: Careers@co.rockingham.nh.us

MAIL IN APPLICATIONS: 111 North Rd. Brentwood, NH 03833

Applications can be found online at: Rockinghamcountynh.org/careers

Equal Employment Opportunity

Mandatory post offer physical, drug and alcohol testing for new hire. Criminal records check required.