

## LB Homes

### Home Care Administrator

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**Department:** Administration

**FLSA Status:** Exempt

**Grade/Level:**

**Job Type:** Regular

**Work Schedule:**

10 days/80 hours per pay period for calculation of benefits

**Job Status:** Full Time

**Reports To:** CEO

**Amount of Travel Required:** 5% or less

**Positions Supervised:** LB Home Care Manager

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### POSITION SUMMARY

LB Homes' Home Care Administrator is the Administrator of LB Home Care (Skilled) and other community care services developed by LB Homes. The Administrator is appointed by the LB Homes Board and reports to the governing board as required by regulation and as defined in the LB Homes Accountability Chart. He/She is responsible for directing, supervising, planning and evaluating the programs administered and assumes responsibility and accountability for operational activities assuring the highest quality, exceptional care and services.

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### ESSENTIAL FUNCTIONS

#### Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

#### Essential Functions Statement(s)

- Responsible for all day to day operations of LB Home Care and other areas assigned.
- LMA: Leads, manages, and holds accountable all reporting staff. Hires, evaluates and ensures that Managers lead, manage and hold accountable their qualified personnel.
- Collaborates with Home Care Manager to coordinate and oversee all direct and indirect patient care and services provided by LB Homes personnel.
- Ensures organizational compliance with state, federal and local laws and regulations.
- Ensures staff compliance with LB Homes Employee handbook and EOS processes.
- Develops, maintains, updates and implements written policies and procedures for community services entities. Incorporates up-to-date evidence based research into policies and procedures.
- Collaborates with the CEO to prepare and administer budgets for assigned operations.
- Monitors data and adjusts operations to ensure financial stability.
- Maintains communication with LB Homes' managers and department heads through interdepartmental planning and collaboration.

- Participates in the recruitment and selection of personnel.
- Ensures appropriate data collection and regular, complete reports are received by the governing board.
- Using data, performs evaluations of LB Homes' community services to ensure consistent improvement.
- Collaborates with the CEO to evaluate and revise systems, policies and procedures for community service operations to ensure the provision of adequate and appropriate care and services.
- Confers with staff members to discuss issues, coordinate activities and resolve problems.
- Assures systems are in place to implement corrective actions and plans to resolve community services problems or deficiencies.
- Interprets and explains policies, rules, regulations, and laws to organizations/government and corporate officials and individuals.
- Demonstrates knowledge and application of quality standards and proactively monitors and implements systems to achieve excellence through QAPI programs.
- Ensures that a clinical manager or designee is available during all operating hours.
- When not available, designates staff of Home Care to assume the same responsibilities and obligations as the administrator.
- Oversees the maintenance of patient clinical records, statistics, reports and records of organizational activities.
- Works with and supports managers during licensing surveys and related correction processes.

## **POSITION QUALIFICATIONS**

### **Competency Statement(s)**

- Integrity - Always do what is right.
- Compassion - Open your heart and show you care.
- Dedication - LB Homes can count on you.
- Team Work - Help each other make it happen.
- Customer Service - Know the need and meet it.
- Ethical - Ability to demonstrate conduct conforming to a set of values and accepted standards.
- Leadership - Ability to influence others to perform their jobs effectively and to be responsible for making decisions.
- Accountability - Ability to accept responsibility and account for his/her actions.
- Business Acumen - Ability to grasp and understand business concepts and issues.
- Project Management - Ability to organize and direct a project to completion.
- Judgment - The ability to formulate a sound decision using the available information.
- Conceptual Thinking - Ability to think in terms of abstract ideas.
- Creative - Ability to think in such a way as to produce a new concept or idea.
- Initiative - Ability to make decisions or take actions to solve a problem or reach a goal.
- Problem Solving - Ability to find a solution for or to deal proactively with work-related problems.
- Accuracy - Ability to perform work accurately and thoroughly.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.

- Team Builder - Ability to convince a group of people to work toward a goal.
- Delegating Responsibility - Ability to allocate authority and/or task responsibility to appropriate people.
- Decision Making - Ability to make critical decisions while following company procedures.
- Active Listening - Ability to actively attend to, convey, and understand the comments and questions of others.
- Coaching and Development - Ability to provide guidance and feedback to help others strengthen specific knowledge/skill areas.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Adaptability - Ability to adapt to change in the workplace.
- Safety Awareness - Ability to identify and correct conditions that affect employee safety.

## SKILLS & ABILITIES

**Education:** Associate's Degree (two year college or technical school) Preferred, Field of Study: Nursing  
 Bachelor's Degree (four year college or technical school) Preferred, Field of Study: Nursing or a related Healthcare field or equivalent combination of education and experience

**Experience:** 3 plus years of experience in Home Care or Healthcare Administration

**Computer Skills:** Basic computer skills and the ability to maximize use of web based software used by the organization. Proficient in Microsoft Word, Excel, Power Point, email and internet.

**Certifications & Licenses:** MN Licensure where applicable by practice  
 Valid drivers' license and proof of insurance

## PHYSICAL DEMANDS

**N (Not Applicable)** Activity is not applicable to this position.  
**O (Occasionally)** Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)  
**F (Frequently)** Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)  
**C (Constantly)** Position requires this activity more than 66% of the time (5.5+ hrs/day)

<b>Physical Demands</b>		<b>Lift/Carry</b>	
Stand	F	10 lbs or less	O
Walk	F	11-20 lbs	O
Sit	O	21-50 lbs	N
Manually Manipulate	F		

Reach Outward	O	51-100 lbs	N
Reach Above Shoulder	O	Over 100 lbs	N
Climb	N		
Crawl	N		
		<b>Push/Pull</b>	
Squat or Kneel	O	12 lbs or less	O
Bend	O	13-25 lbs	N
Grasp	O	26-40 lbs	N
Speak	F	41-100 lbs	N

**Other Physical Requirements**

- Vision (Near, Distance, Color, Peripheral, Depth)
- Sense of Sound - for oral communication

**WORK ENVIRONMENT**

Office and work areas within the organization.

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Employee  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.