



## WAYNE COUNTY COMMISSIONERS

Sue A. Smail ★ Rebecca S. Foster ★ Ron Amstutz

# JOB ANNOUNCEMENT

## Care Center Administrator

*Job Stability! ● Great Benefits! ● Great Retirement System! ● Great Team!*

**This position is an interim position. We will be advertising and hiring for a full-time position, the date unknown at this time. The candidate chosen for this interim position will have an opportunity to apply to and be considered for the full-time position when it becomes available.** Candidates must possess a current, unencumbered Nursing Home Administrator's license or meet the licensure requirements of the State. A Bachelor's degree in Public Health Administration, Business Administration, or a health-related field is preferred, but not required.

The Care Center is under the authority of the Wayne County Commissioners, a local government agency, so we offer job stability, great benefits, great retirement system and a great team to work with! We also offer 11 paid holidays per year, ample sick leave and vacation leave (and unused leave rolls over to the next year)!

DUTIES INCLUDE, but are not limited to the following. Each of these job categories will be discussed in further detail if you are chosen for an interview:

- **FEDERAL/STATE SURVEYS:** Participation, review, plans for correction, follow-up.
- **CUSTOMER CARE, SUPPORT & SERVICES:** Policies, procedures, and professional standards of practice; maintain progress and compliance; top-level meetings; departmental meetings; written/oral reports/recommendations; risk management; direct activities and programs; serve on various committees; ensure physicians are in compliance.
- **BUDGET/FINANCIAL:** Oversee annual budget; authorize major equipment/supplies; review financial statements; keep abreast of the economic condition/situation; report fraud; monitor MDS case mix scores and quality measures/5 star reports.
- **STAFFING MANAGEMENT/STAFF DEVELOPMENT AND TRAINING:** Manage operations/personnel; assist with job descriptions, recruitment, counsel/discipline; assist with in-service training classes and on-the-job training and orientation programs.
- **FACILITIES, SAFETY AND SANITATION:** Manage facility operations and ensure facility is in good repair; meet all job safety requirements and all applicable OSHA safety standards; develop and oversee Emergency Preparedness Program; review accident/incident reports; ensure that procedures manuals identify safety precautions and equipment; ensure facility personnel are trained for and comply with all regulations.

Applicants must submit a required employment application (downloadable from <http://www.wayneohio.org/employment-opportunities>) and email it to [waynecountyhr@wayneohio.org](mailto:waynecountyhr@wayneohio.org). Or drop it off at the Wayne County Commissioners' Office, 428 West Liberty Street, Wooster, Ohio 44691, Attn: Barb Winey. Questions? Call 330-287-5409.

**The position will be open through December 8, 2021.**

*Wayne County is an Equal Opportunity Employer*

428 WEST LIBERTY STREET WOOSTER, OHIO 44691 330-287-5400 FAX 330-287-5407

[commissioners@wayneohio.org](mailto:commissioners@wayneohio.org)

*We do not discriminate in the provision of services or employment because of handicap, race, color, creed, national origin, sex or age*