

DESCRIPTION: Under administrative direction, provides overall coordination, direction, and administration of the primary and emergency health care services for skilled nursing facilities operating within multiple 24-hour State facilities within an agency or for the behavioral health services operating within State facilities. Assists in formulating health services or behavioral health services policies and procedures in coordination with the agency's Medical Director.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

Positions allocated to this classification are distinguished from the DHHS Health Clinic Manager in that they have responsibility for health care delivery systems for multiple 24-hour facilities within an agency. Positions would oversee a wider span of services delivered such as medical, dental, mental health, substance abuse, psychiatry, and other professional and support health care services.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Establishes and monitors operating procedures, objectives, goals and priorities necessary to ensure health and/or behavioral health services meet overall mission of agency; coordinates activities of agency staff, vendors, contractors and other external partners to ensure programs meet agency mission and goals; reports on health services accomplishments to the highest level of management and justifies critical program changes.

Oversees accreditation requirements for facilities and staff to ensure compliance with and adherence to all regulations and standards for skilled nursing facilities and clinics and rules of accrediting entities.

Implements, monitors, and evaluates the health services or behavioral health services performance accountability systems to determine, acquire, allocate, and evaluate staff, facilities, equipment, and resources to attain established goals and objectives.

Coordinates resources (human financial and physical); secures, coordinates and manages resources and budgets necessary for operation of health or behavioral health services through subordinate managers, vendors, contractors, providers and/or other external partners.

Directs operations through subordinate managers and/or lower level administrators; establishes functional work activities and organizational relationships necessary to meet goals/objectives; participates in the selection of subordinate managers and key professional employees; manages employee relations issues such as grievances, complaints, and other matters.

Performs strategic and long-term planning for health or behavioral health delivery systems and establishes long-range program requirements and objectives; utilizes management tools to evaluate organizational performance relative to plan objectives and goals and identifies and structures the direction programs should take to provide necessary services.

Develops, recommends and implements new or revised policies, procedures, and guidelines to respond to changes in program needs, objectives, priorities, and to improve the effectiveness of service delivery and administration operations.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: the principles and practices of health systems administration including contract management and information systems; accreditation standards of governing entities; quality assurance/performance improvement principles and programs and methods of analyzing continuous improvement; business and management principles including strategic planning, resource allocation, human resources, leadership and coordination of people and resources; principles of supervision and staff development; budget administration practices.

Ability to: communicate effectively; exercise judgment and discretion in the application and interpretation of health policies and standards; identify and analyze organizational and operational problems and develop and implement timely and economical solutions; formulate policies to meet identified needs, goals or objectives; respond to changes in direction, priorities and agency values; perform high level analysis; establish and maintain effective working relationships with agency staff, medical professionals, industry representatives, consultants, and the public.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need assistance in the selection process should request this in advance.)

Bachelor's degree in health care administration, business administration, public administration, or related degree AND at least three years' experience managing administrative operations of a behavioral health program, a skilled nursing facility, hospital, nursing home, or business.

LEGAL REQUIREMENTS: (These qualifications are mandated by federal/state laws, statutes, and/or regulations.)

In accordance with the Nursing Home Administrator Practice Act, positions managing health care services for skilled nursing facilities require possession of a Nursing Home Administrator license, or the ability to obtain licensure within 180 calendar days of employment under the provisions of Neb. Rev. Statute § 38-2423.

SPECIAL NOTES:

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).