

MEDINA COUNTY COMMISSIONERS

Job Description SUPERINTENDENT COUNTY HOME



SUMMARY

The County Home Superintendent reports to the County Administrator and oversees all operations of the County Home. The superintendent is responsible for following all state, federal and local requirements related to the facility. The superintendent will provide leadership to the staff, along with determining staff changes such as pay, promotions and discipline to employees. The superintendent will be responsible for approving admission and discharge for the residents; plan, develop, implement and prepare reports on residents' activities; and develop, recommend and administer the facility budget.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- I. Plans, directs, and coordinates operation of County Home facilities. Determines facility needs. Participates in long range planning. Ensures effective exchange of information with Board of Commissioners including developing and recommending policies. Ensures proper maintenance of all official records. Ensures compliance with applicable policies and procedures and federal, state and local laws. Maintains current understanding and knowledge of state and federal regulations and requirements. Maintains current understanding and knowledge of skills through attendance at meetings, conferences, training seminars, and in-service training. Ensures that physical facilities, grounds, and equipment are properly maintained and safe. Performs additional duties and assignments. **Time spent: 40%**
- II. Provides leadership and guidance to staff in fulfilling their responsibilities. Solves problems throughout the county home and its employees. Interviews candidates for positions and recommends hiring. Determines necessary staffing. Provides proper staff training. Monitors the work of employees and ensures compliance with policies and procedures. Assigns work and ensures work is completed properly and on time. Coordinates employee work schedules and reviews timesheets. Evaluates employee performance. Assigns pay, promotions, and administers discipline within guidelines. Ensures effective communication to all facility employees. Holds staff meetings. **Time spent: 35%**
- III. Approves admission and discharge of residents. Provides any additional help for the residents. Plans, develops and implements residents' activities. Prepares program summaries and reports as required. Arranges medical services through private contractors. Monitors activities to ensure quality resident care. Maintains open communication with residents, family members and visitors. **Time spent: 15%**
- IV. Develops and recommends the annual budget for the facility to the Board of Commissioners. Administers facility budget. Monitors bookkeeping procedures. Prepares expenditure and income reports. Controls expenses and ensures budgetary compliance. Authorizes purchases of supplies and equipment. Manages residents' accounts and payments. **Time spent: 10%**

Class Title / Position Number of Position(s) Supervised:

Superintendent/ 37 Positions

Department Director: _____ Date: _____

Human Resources: _____ Date: _____

Appointing Authority: _____ Date: _____

Class #: _____
Unit: _____
County of Employment: _____
Class Title: _____
Normal Working Hrs : Fr _____ to _____
Working Title: _____
Position Control #: _____
Division: _____
Pos # & Title of Supervisor: _____

	KNOWLEDGE ^ SKILLS ^ ABILITIES	PRINCIPLE DUTIES
Knowledge:	<ul style="list-style-type: none"> (1) Supervision; (2) Employee training and development; (3) Equipment; (4) Safety procedures/ health regulations; (5) Grant funding requirements*; (6) Budgeting; (7) Departmental/state/county policies and procedures*; (8) Inventory control; (9) Staff scheduling; (10) Basic accounting/ financial recordkeeping; 	<p>Plans, directs & coordinates operation of county home</p> <p>Provides Proper staff training</p> <p>Ensures all equipment are properly maintained</p> <p>Assigns pay to staff</p> <p>Develops & recommends annual budget</p> <p>Maintains & ensures compliance with applicable policies & procedures of federal, state & local law</p> <p>Authorizes purchases of supplies and equipment</p> <p>Coordinates employee work schedule</p> <p>Administers facility budget</p>
Skills:	<ul style="list-style-type: none"> (11) Define problems, collect data, establish facts & draw valid conclusions; (12) Complete routine forms; (13) Write/prepare meaningful reports & memorandum; (14) Maintain accurate records; (15) Grant writing; (16) Improving employees performance; 	<p>Solves problems throughout County Home</p> <p>Ensures proper maintenance of all official records</p> <p>Ensures compliance with applicable policies & procedures of state, federal & local law</p>
Ability:	<ul style="list-style-type: none"> (17) Work cooperatively with staff & clients; (18) Work with limited supervision; (19) Prepare/ complete paperwork mandated by federal, state & local agencies*; (20) Travel independently throughout county; (21) Function independently; (22) Personal integrity to work effectively with clients, staff, & support agencies; (23) Close vision & the ability to adjust focus; (24) Talking, hearing, standing, walking, using stairs, sitting; using hands to finger, handle or feel objects, tools, or controls; reaching with hands & arms; (25) Maintains Confidentiality; (26) Maintains positive work environment; 	<p>Provides leadership & guidance to staff</p> <p>Plans, directs, & coordinates operation of County Home facility</p> <p>Ensures proper maintenance of all official records</p> <p>Travels throughout county when necessary</p> <p>Ensures affective communication with all staff</p> <p>Open communication with residents, family members & visitors</p> <p>Monitors activities to ensure quality residential care</p>

*Learned after employment

MEDINA COUNTY POSITION DESCRIPTION ADDENDUM

MINIMUM CLASS REQUIRMENTS

- 1) Minimum four year degree or equivalent experience
- 2) Five years experience in a residential facility
- 3) Ability to supervise and direct others
- 4) Valid Ohio Driver's License and clean driving record.

COMPETENCIES / ESSENTIAL FUNCTIONS / UNUSUAL WORKING CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- Ability to effectively present information and respond to questions from clients.
- Must be able to relate and work well with the elderly population.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Maintain automobile insurance coverage and have access to an automobile.
- Regularly required to talk or hear, stand, walk, use stairs, sit; use of hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this position, the employee travels by automobile and is exposed to changing weather conditions.
- Exposed to equipment generating heat and cold.

MAJOR WORKER CHARACTERISTICS

- Knowledge of supervision.
- Knowledge of staff training and development.
- Knowledge of resident care
- Ability to use whole numbers, understand systems and procedures.
- Ability to establish positive client relations.
- Demonstrates knowledge of food regulations