ADMINISTRATOR
RESIDENTIAL CARE FACILITIES FOR THE ELDERLY (RCFE)

SUMMARY DESCRIPTION:
• The Administrator reports to California Home for the Adult Deaf Board of Directors and California Department of Social Services.

• He/she manages every aspect of the daily operations of the assisted living residential home for the Deaf elderly and provide excellent residential services.

EXEMPLARY DUTIES / RESPONSIBILITIES:
• The Administrator oversees the daily operations including the food service, managing the residents’ daily needs, medical visits and supervise staff.
• He/she prepares weekly menu for all residents including dietary restrictions by certain individuals.
• He/she maintain weekly staff schedules.
• He/she trains, motivates and stimulates productivity of staff.
• The Administrator assures compliance with policy and procedure.
• Maintain accurate medical records.
• Maintain accurate daily journal.
• Maintain a clean environment.
• Maintain activates to keep residents motivation, including games, trips and workshops.
• He/she completes reports, evaluations, and records with timeliness and accuracy.
• He/she maintains high levels of communication with personnel.
• He/she works closely with board to assure complete operations.
• Maintain confidential information such as HIPPA.
• Able to respond in emergency and urgent situations within reasonable time.
• Able to handle multiple tasks, and meet deadlines.
• Strong organization and attention to detail.
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EMPLOYMENT STANDARDS:

EDUCATION/EXPERIENCE:

• Four-year college degree minimum.
• RCFE certificate required. Will send candidates to RCFE 40-hour training class and successful passing the RCFE examination at CHAD ‘s expenses.

KNOWLEDGE:

• Knowledge of residential assisted living services.
• Knowledge of medical terminology.

SKILL:

• Fluent in American Sign Language.
• Good computer skills.
• Basic knowledge of medicine.
• Good customer service skills.

LICENSES:

Valid CA Driver’s License; clean, current DMV printout, and have car insurance. Must provide own transportation to use on company business.

DESIRABLE QUALIFICATIONS:

• Positive attitude.
• Dependable, consistent performance.
• Work well under pressure.