

# California Home for the Adult Deaf

## JOB DESCRIPTION

### **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 activities 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.

**ADMINISTRATOR**  
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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.