

YUKON KOYUKUK ELDER ASSISTED LIVING FACILITY  
JOB DESCRIPTION  
ADMINISTRATOR

OBJECTIVE: Oversee the entire operation of the Yukon Koyukuk Elder Assisted Living Facility and ensure operations are in compliance with all regulations as well as in line with the Facility's values and philosophy for services.

QUALIFICATIONS The administrator must meet minimum qualifications (7 AAC 75.230 Administrator)

- At least 21 years of age and able to pass criminal records check and TB test.
- CNA Certificate or equivalent with one year experience as a care provider.
- Two years experience serving the elderly as a care provider with documented skills or training relevant to the population
- Have experience in an out of home care facility and sufficient training, education or experience to full the duties of an administrator.

Preferred Qualifications:

- Current LPN or RN license, State of Alaska
- Education or experience in public administration, business administration, healthcare or other related field.
- Relevant experience (5-10 years) in an assisted living or business management position dealing with multiple stakeholders and managing health related projects.
  - Experience working in rural communities with Alaska Native populations.
    - Fund Raising experience.
  - Proficient with computer software applications.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Operational planning and management
  - Program planning and management
- Human Resource Planning and management
  - Financial Planning and management
- Community relations and networking with partners
  - Advocacy
- Leadership / implement Board policy and decisions.

## WORKING CONDITIONS

- Full time plus (ALHA is on call 24 hrs per day)
  - May require some travel
- May need to cover for caregivers and other staff.

## SALARY

- Based on qualifications and experience
  - as well as on budget

The regulations specify the following requirement for qualifying for a home licensed to serve 11 or more residents:

" The administrator must fulfill at least one of the following requirements:

- (A) the individual must complete an approved management or administrator training course and have at least two years of documented experience, relevant to the population of residents to be served, as a care provider, if the administrator will be providing direct care in the home; (B) the individual must (i) complete a certified nurse aide training program that the Board of Nursing has approved under 12 AAC 44.830, or that is equivalent in content to the requirements of 12 AAC 44.835(c); and (ii) have at least two years of documented experience, relevant to the population of residents to be served, as a care provider;
- (C) the individual must have at least five years of documented experience, relevant to the population of residents to be served, as an administrator or staff supervisor of a home serving 10 or fewer residents;
- (D) the individual must submit proof that the individual is a licensed practical nurse or a registered nurse with documented experience relevant to the population of residents to be served.