

**AMAL HOME HEALTH CARE INC.
POSITION DESCRIPTION – ADMINISTRATOR**

REPORTS TO: Governing Board

PRIMARY RESPONSIBILITY: The Administrator is responsible for overall agency operations. Assures adequate resources and efficient and effective use in meeting the agency goals and objectives.

JOB RESPONSIBILITIES:

1. Agency Planning, Development and Maintenance
 - Participate in the development of the organizational goals, objectives and overall implementation of the agency strategic plan.
 - Monitor compliance with Federal and State agency regulations.
 - Review/develop, adhere to and enforce company policies and procedures.
 - Assure that ethical and clinical standards of practice are maintained.
 - Remain current on local health care issues and trends.
 - Develop, evaluate and review on a regular basis policies, procedures and practices to maintain compliance with regulations, requirements and standards and recommend modifications to the management team.
2. Marketing
 - Market the wide range of health care services to potential clients and referral sources.
 - Develop annual market share growth plan
 - Provide for community awareness and outreach programs for the agency
 - Ensure the development of relationships and contractual agreements with third party payers, other vendors and the business community
3. Human Resources Management
 - Evaluate, make recommendations and establish appropriate staffing levels necessary to provide an efficient and effective operation; monitor staff performance to ensure all work functions are accomplished in a timely, accurate and productive manner.
 - Administer salary and compensation programs.
 - Handle all grievances and complaints appropriately.
 - Develop, evaluate and review on a regular basis training and orientation programs for employees.
 - Develop effective work groups among the staff through the use of team building strategies and provide for educational programs on pertinent topics.
 - Participate in hiring and orientation of personnel, as indicated.
4. Financial Management
 - Assure growth and profitability of the company by using agency resources appropriately and efficiently.
 - Participate in annual budgeting process and formulates and adheres to an annual budget including revenue and net income goals in an effort to achieve the organization's operating and financial objectives.

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EXPERIENCE/EDUCATION/JOB SKILLS REQUIREMENTS:

- Degree in business, health care or related field.
- Five years of progressive managerial experience in a home health care agency, or other related program.
- Working knowledge of adult clinical practice as well as management theory and principles.
- In-depth working knowledge of the home health care industry, clinical practices and applicable federal, state and local health care regulations.
- Excellent conceptual thinking skills with the ability to identify and analyze complex and sensitive issues, problems and conflicts and to use independent judgment to make decisions and to recommend and/or implement solutions.
- Ability to identify strategic organizational goals.
- Ability to listen and communicate clearly, fluently and diplomatically orally and in writing in the English language; also to maintain excellent interpersonal and cooperative working relationships with management, staff and clients.

PHYSICAL REQUIREMENTS OF POSITION:

PHYSICAL DEMANDS: (Rarely means less than 1 hour of an 8 hour workday, occasionally means 1-2 hours of an 8 hour workday, frequently means 2.5 to 5.5 hours of an 8 hour workday and continually means 6 to 8 hours of an 8 hour workday)

Sit/Stand/Walk	Frequently
Bend/Stoop	Occasionally
Squat/Crawl	Occasionally
Reach above/below shoulder level	Occasionally
Lift, Carry, Push, Pull	
Maximum 50 lbs.	Occasionally
Over 50 lbs.	Occasionally

ENVIRONMENTAL CONDITIONS:

Involves being:	
Inside	Continually
Outside	Occasionally
Exposed to temperatures of:	
32 degrees F and less	Occasionally
100 degrees F and more	Occasionally
Wet and humid conditions	Occasionally
Noise, vibration	Occasionally

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HAZARDS/EXPOSURE:

Infectious wastes	Occasionally
Toxic chemicals	Occasionally
Needles/Body fluids	Occasionally
Radiation	Never
Chemotherapeutics	Never
Mechanical Hazards-Driving	Frequently

I HAVE READ AND FULLY UNDERSTAND THIS JOB DESCRIPTION.
I AGREE TO ABIDE BY THE REQUIREMENTS SET FORTH AND WILL PERFORM ALL
DUTIES AND RESPONSIBILITIES TO THE BEST OF MY ABILITY.

Employee Signature

Date