

Job Title: IKAYUQTI ADMINISTRATOR
Reports to: General Manager
Status: Full-time, non-exempt, hourly
Wage: DOE
OPEN:
CLOSE: UNTIL FILLED



JOB SUMMARY

The Administrator is responsible for managing all functions of the Ikayuqti Assisted Living Facility (IKAYUQTI). This position will assist staff to abide by facility policies and procedures and assist in carrying out tasks/responsibilities in compliance with regulations. Administrator or Designee and/or Resident Manager plus staff are responsible for providing 24-hour quality care for residents of Ikayuqti in a compassionate and culturally appropriate atmosphere, which recognizes the residents' rights and needs. Administrator ensures the ongoing safety of Residents and Staff, including adherence to all applicable Federal, State, and Local regulations and laws, fire and safety, sanitation, nutrition, medication, and HIPAA regulations.

ESSENTIAL QUALIFICATIONS

- At least 21 years of age, meets requirements of 7 AAC 75.215, 7 AAC 75.220 and 7 AAC 75.230.
- If Administrator does not manage the daily operation of the home, the Administrator, or the governing body of NVU responsible for the home, shall appoint a resident manager who meets the requirements for an Administrator under this chapter.
- Bachelor or higher degree in gerontology, health administration, or another health-related field in place of all or part of the required experience;
- **OR** documentation of completion of an approved management or administrator training course and at least one year of documented experience relevant to the population of residents to be served as a care provide, if the administrator will be providing direct care in the home,
- **OR** documented completion of a certified nurse aide training program approved by the Board of Nursing under 12 AAC 44.830, or that is equivalent in content to the requirements of 12 AAC 44.830, and have at least one year of documented experience relevant to the population of residents to be served, as a care provider,
- **OR** at least two years of documented experience, relevant to the population of residents to be served, as a care provider, with documented skills or training relevant to the population of residents to be served,
- **OR** sufficient documented experience in an out-of-home care facility, and sufficient training, education, or other similar experiences to fulfill the duties of an administrator of the type and size of home where the individual is to be employed and to meet the needs of the population of residents to be served.
- Has sufficient language skills to meet the needs of residents and staff, especially during emergencies.
- Must pass Background check, including fingerprinting
- Must obtain and pass tuberculosis screening
- Currently holds valid CPR and First Aid certification issued by American Red Cross, the American Heart Association, or other agency approved by Department of Health and Social Services
- Currently holds Alaska Driver's License
- Must have two (2) employer references, three (3) character references and a resume.
- The duties and responsibilities are not an all-inclusive list, but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

SKILLS AND ABILITIES

- Ability to have a flexible schedule
- Ability to keep neat clean records
- Maintains highest level of confidentiality
- Must possess strong organizational and time management skills, and have excellent oral and written communication skills

NVU recognizes Alaskan Native and Native American preference in its hiring and employment policies.

- Must exercise initiative, judgment and leadership skills
- Ability to anticipate problems and resolve difficult situations

PHYSICAL DEMANDS

- Extensive walking
- Lift/push up to 50 pounds
- Good general health and demonstrated emotional stability in order to cope with the physical, mental, and emotional stress of the position
- Assists staff when necessary

DUTIES AND RESPONSIBILITIES include, but are not limited to the following:

- Oversee day to day operations of IKAYUQTI for compliance with State of Alaska licensing standards
- Supervisory experience which demonstrates a high degree of interpersonal relation skills and capability of relating to a variety of people and personalities
- Ability to work lead and work with staff in operation of facility
- Ability to work with peers, staff, residents and family members
- Monitor operations expenses
- Maintain facility and grounds to meet compliance with ALF guidelines
- Ensures that a safe and sanitary environment is provided for staff and residents, making efforts to reduce safety hazards, accidents and injury
- Conduct screening of potential residents for placement in IKAYUQTI
- Works closely with care coordinators in the region on the completion of the necessary paperwork to enroll residents into the program, also participating with care coordinator in resident's plan of care
- Ensures that the assisted living plan of care (POC) and general service programs for each resident is being carried out thoroughly and completely
- Coordinates with cook in planning and ordering monthly foods in order to meet dietary needs of residents; also ensure that sufficient food and other supplies are met
- Supervise training of staff to ensure they fulfill their duties and meet all standards of performance
- Oversee the training of caregivers and staff to ensure they meet all training requirements
- Protect the confidentiality of all residents at all times
- Working relationships with NVU manager and staff, appropriate State and Federal agencies and other agencies as necessary
- Must maintain all agency compliance required for facility, including reports, fire drills, and other required items.
- Oversee purchases of foods and supplies so that needs of residents are met
- Monitor medication needs of residents and dispense according to regulations
- Lead staff meetings, in-services, projects and community events when scheduled
- Arrange for transportation and social activities as needed
- Attain 18 hours of continuing education units per year

Please submit an application to be considered for this position. Application may be submitted via mail, fax, in person, or by email.

Native Village of Unalakleet
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