



<b>Department:</b>	Mountain View Manor
<b>Supervisor:</b>	Borough Manager
<b>Prior Revision Date:</b>	12/28/2017
<b>Last Revision Date:</b>	03/16/2022
<b>Revision Made By:</b>	SB
<b>Revision Reviewed &amp; Approved by:</b>	SG
<b>Employment Status:</b>	Exempt
<b>Date Provided to Bargaining Unit</b>	N/A

## Petersburg Borough

### Job Description

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### MOUNTAIN VIEW MANOR DIRECTOR

#### Definition

The Director is responsible for managing the day-to-day operation of the facility; for achieving and maintaining rental of the facility to capacity; for achieving high resident satisfaction and quality resident care/services; for ensuring compliance with applicable State and Federal requirements; and for generating and maintaining respect in the community for the facility.

#### Supervision Received

Works under the broad policy direction as provided by the Borough Assembly. Administrative direction is provided by the Borough Manager.

#### Supervision Exercised

Supervises the Registered Nurse, Resident Assistants, General Facilities Maintenance Technician, Resident Assistant Supervisor, Kitchen Supervisor, and Administrative Assistant. The Director has the responsibility of enlisting volunteer assistance and temporary workers, as needed, and as approved by the Borough Manager.

**Duties** *(The duties listed in this section are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

Is responsible for the overall administration of the facility as outlined by local, state, and federal regulations.

Makes overall department personnel decisions regarding hiring, firing, scheduling, and performance appraisals consistent with borough requirements.

Assures all relative bookkeeping tasks for the daily, monthly, and annual reporting of facility rents and incidents are performed on time, accurately and as required by the State of Alaska and the Department of Housing and Urban Development.

Schedules and provides for the necessary maintenance, custodial and staffing needs of the facility.

Plans for future improvements and equipment replacement necessary as required for optimal operation.

Budgets and controls the expenditures of the facility and makes recommendations regarding rental rate adjustments and potential revenue sources.

Develops and maintains safety programs and procedures for the tenants, employees, and facility.

Ensures the delivery of quality care and services and ensures positive resident relations by responding promptly and appropriately to resident needs, requests, and concerns, etc.

Supervises and evaluates qualified facility staff and directs these employees to ensure appropriate quality services to residents.

Promotes and maintains positive relations with residents and their families, providing the necessary Director/Resident contact.

Complies with all State and Federal laws and regulations regarding the care of residents.

Coordinates rental of facilities; kitchen/dining room and social hall.

Performs other duties related to the operation and maintenance of the facility as may be assigned by the Borough Manager.

May schedule medical appointments and provide transportation as necessary.

May operate Mountain View Manor van or other Borough vehicles.

Notifies physician and facility RN of resident's condition, reactions to drugs, treatments, and significant incidents.

Ensures the efficient processing of billings, invoices, departmental deposits, purchase orders, and similar documents.

Ensures the completion of payroll for Petersburg Elderly Housing and Assisted Living.

Shows vacant apartments as necessary and explains property rules and regulations.  
Ensures move-in/move-out paperwork is completed correctly and is included in necessary data bases.

Inspects units, common areas and property as needed and works with the Maintenance Technician to insure adherence to property standards.

Is responsible to ensure all safety inspections are completed as required and ensures adherence to company key control policies.

Assists citizens, residents, employees, and vendors regarding information and complaints.

Performs monthly Medicaid billing, General Relief and Long-term care billing. Adheres to regulations, attends webinars, and completes all necessary reporting.

This position requires 24/7 call while on duty.

### **Distinguishing Characteristics**

The work assigned to the position of Mountain View Manor Director is distinguished from the work of other departmental classifications by the elements of overall supervision, budgetary and planning responsibilities, and considerable public contact and promotion of the facilities.

### **Working Conditions**

Performs administrative and supervisory duties, including maintaining the general office opened and staffed at reasonable hours for the conduct of business. Able to push, pull and lift at least 30 pounds.

### **Qualifications**

A combination of experience and education which provides the applicant with the following attributes:

Must be 21 years of age or older.

Demonstrated experience or a broad knowledge of the reporting and medical care requirements of an assisted living facility.

Experience in a medical environment, or possession of a nursing degree, is preferred, but not required.

Have knowledge of local, state, and federal laws applicable to housing regulations including privacy laws.

Ability to interact with individuals, groups, and agencies on behalf of the facility.

Knowledge of or ability to learn the procedures and regulations in HUD Handbook governing eligibility and rent computations.

Experience in managing and operating a multi-unit housing complex is preferred, but not necessary.

Knowledge of Section 8 Project Based Rent Subsidy Program preferred.

Must obtain Certified Occupancy Specialist certificate within the first six months of employment from the National Center of Housing Management (NCHM).

Must understand budgeting, financial record keeping and reporting, appropriate State and Federal regulations, operational systems and procedures and must be able to apply that understanding to ensure the smooth operation of the facility.

Ability to promote the use and rental of the facility through various media to assure capacity.

Ability to express ideas and concepts orally and in written form.

Ability to relate to the facility resident population in a positive manner.

Must have experience in personnel management.

Must be able to obtain and retain the qualifying standards for an assisted living administrator as established by the Alaska Department of Health and Social Services

Must possess a current Alaska State Driver's License and must be insurable.

Must be able to pass a background check within 30 days of hire.

Must obtain CPR/First Aid certification within 30 days of hire.

Must obtain a food worker handling card within 30 days of hire.

Must complete 12 hours of CEU's annually.

Ability to establish and maintain effective working relationships with fellow employees and the public; work cooperatively with supervisors and display willingness to assist co-workers and subordinates.

**Signatures affixed on this job description confirm that it has been reviewed by the employee and his/her direct supervisor and that a clear understanding of the expectations of this position exists.**

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date