



POSITION VACANCY

Deadline to Apply: June 6, 2025

POSITION TITLE: ADMINISTRATOR
DEPARTMENT: Administration
REPORTS TO: Executive Director

About Brooks-Howell Home:

Brooks-Howell Home (BHH) is a Continuing Care Retirement Community (CCRC) located on a ten-acre site near downtown Asheville, NC. It is home to residents living in 43 one and two-bedroom apartments, 17 suites, 58 nursing care beds, dining facilities, a fellowship hall, a chapel and gardens in an environment designed to be spiritually enriching and intellectually stimulating. The home currently offers many amenities, including beauty/barber shop, gym therapy room, aqua therapy pool, and a chapel designed to seat 200 people. Also included is a well-stocked library operated by residents, an international room housing artifacts from around the world along with histories of retired residents who were in missions, numerous lounges offering opportunities for card games, jigsaw puzzles, and meetings of various sorts. There is a formal dining area as well as two small dining areas designed primarily for people needing assistance. A gift shop is open several days a week and shopping, dining, hospitals, and physicians' offices are all located within a three-mile radius of the home. BHH is owned by United Women in Faith – National Organization (UWFaith), an agency of The United Methodist Church.

About United Women in Faith:

United Women in Faith – National Organization (UWFaith) is the policy-making body that manages and oversees the programs and projects of United Women in Faith. UWFaith builds supportive communities among women and engages in activities that foster growth in the Christian faith, mission education, and Christian social involvement.

Position Summary:

The Administrator is responsible for leading the day-to-day operations of BHH's skilled care facility in accordance with current, federal, state, and local standards, guidelines, and regulations to ensure that the highest degree of quality care can be always provided to our residents. The focus is also on regulatory compliance, staffing, budgeting, resident care and facility safety. This position reports directly to the Executive Director of BHH. Currently we have approximately 80 staff working in our nursing facility and our staffing hours per patient day (HPPD) is 1 to 8.

United Women in Faith is an Equal Opportunity Employer and actively encourages candidates of diverse backgrounds (especially United Methodist Lay) to apply for employment. Applicants must meet the minimum requirements in terms of qualifications. An equivalent combination of education and experience will be considered unless specifically stated otherwise. This position description is a guide to the primary duties and functions of the job, not an all-inclusive list of responsibilities, qualifications, physical demands, and work environment conditions. Position descriptions are reviewed and may be revised to meet the changing needs of United Women in Faith at the sole discretion of management.

Duties/Responsibilities:

- Plan, develop, organize, implement, evaluate, and direct the home's skilled nursing programs and activities in accordance with the organization's mission and vision.
- Interpret BHH's policies and procedures to employees, residents, family members, visitors, government agencies, etc., as necessary.
- Develop and maintain written policies and procedures and professional standards of practice that govern the skilled nursing operation of the home.
- Assist departmental leaders in the development, use, and implementation of departmental policies and procedures and professional standards of practice.
- Represent the home in dealings with outside agencies, including governmental agencies and third-party payers or provide an authorized representative of the home when unable to attend such meetings.
- Make routine inspections of the home to ensure that established policies and procedures and operating standards are implemented and followed.
- Represent BHH along with the Director of Nursing in state surveys of the home and responds to survey findings, including developing plans of correction for cited deficiencies. Ensure such plans incorporate timetables and methods of monitoring to ensure that such deficiencies do not recur.
- Maintain a social worker or person-directed liaison with families and residents.
- Maintain a good public relations program that serves the best interest of the home and community alike.
- Ensure that all home personnel, residents, visitors, etc., follow established safety and life safety regulations, to include fire protection/prevention, smoking regulations, infection control, etc.
- Ensure that the resident's right to fair and equitable treatment, self-determination, individuality, privacy, property and civil rights, including the right to wage complaints, are well established and always maintained.
- Review resident complaints and grievances and make written reports of action taken. Discuss such actions with the Director of Nursing, Executive Director, residents and family as appropriate.
- Create and maintain an atmosphere of warmth, personal interest, and positive emphasis, as well as a calm environment throughout BHH; encouraging and supporting teamwork.
- Review all resident and staff incident reports that are health- or injury-related and develop a plan of correction. Follow through on issues until resolved.
- Attend weekly care plan sessions as needed.
- Review skilled nursing budget activity monthly for accuracy and address discrepancies with Accountant.
- Assist with compilation of Disclosure Statement annually.
- On call and accessible by phone 24 hours a day/7-days a week.
- Perform all other duties assigned by the Executive Director.

Qualifications (All requirements are subject to possible modification to reasonably accommodate individuals with a disability):

The successful candidate will be a high-energy, strategic, proactive and direct communicator who is highly organized and dedicated to BHH's mission. This individual must have excellent communication skills, the ability to multi-task and solid leadership skills. Must be a team builder with the ability to develop and lead a group of professionals. Candidates with a public health background are welcome to apply. In addition, the following qualifications are highly valued:

United Women in Faith is an Equal Opportunity Employer and actively encourages candidates of diverse backgrounds (especially United Methodist Lay) to apply for employment. Applicants must meet the minimum requirements in terms of qualifications. An equivalent combination of education and experience will be considered unless specifically stated otherwise. This position description is a guide to the primary duties and functions of the job, not an all-inclusive list of responsibilities, qualifications, physical demands, and work environment conditions. Position descriptions are reviewed and may be revised to meet the changing needs of United Women in Faith at the sole discretion of management.

- Bachelor's degree in administration or business administration, or a health-related degree, required.
- Master's degree in administration or business administration, preferred.
- Minimum five years' experience in supervisory or business administration as a Nursing Home Administrator or Public Health Administrator.
- Must have an active Nursing Home Administrator license in North Carolina.
- Knowledgeable of reimbursement regulations and nursing practices and procedures, as well as laws, regulations, and guidelines pertaining to nursing homes.
- Strong interpersonal skills and the ability to communicate with employees at all levels in an organization.
- Excellent critical thinking and problem-solving skills.
- Self-directed and results-oriented, demonstrating initiative and follow-through.
- Ability to develop, maintain and manage relationships with key stakeholders.
- Must possess the ability to deal tactfully with personnel, residents, family members, visitors, government agencies/personnel and the public.
- Sense of humor.

Physical Demands

Prolonged periods of sitting at a desk and working on a computer.

This opportunity offers the following:

- Rewarding work environment
- Competitive compensation
- 4 weeks vacation and other generous time-off benefits
- Excellent Medical, Dental, Vision and Prescription Drug Plan
- Company sponsored Pension Plan
- Employer contribution to 403(b) plan
- Paid Life & AD&D
- Continuing Education Credit Reimbursement

To Apply

Interested Candidates should apply by email to mclemmons@uwfaith.org with the words "ADMINISTRATOR: {Your Name}" in the subject line. No phone calls, please.