

Nursing Home Administrator

Job Description Template



[Facility Name] is looking for an experienced nursing home administrator to lead our daily operations. As a 50-bed facility, we focus on providing compassionate, person-centered care that's tailored to every resident's needs. We're consistently ranked as one of the best nursing homes in the state, and we pride ourselves on maintaining quality services that meet the highest standards of care.

At [Facility Name], every staff member on our team is integral to driving our success. We support a healthy work culture by providing comprehensive benefits and training opportunities that help our staff succeed in their roles. If you'd like to help us build this type of culture, we invite you to explore all the other perks of working with us below.

Benefits

- 401(k) matching
- Comprehensive health, vision, and dental insurance
- 18 days paid time off (PTO), plus sick days and holidays
- Parental leave and adoption assistance
- Employee assistance programs
- Continuing education and leadership training opportunities
- Relocation assistance

Duties and Responsibilities

- Oversee daily operations, ensuring compliance with state and federal regulations.
- Create and implement policies that support care standards and staff development.
- Maintain budgeting and financial management to ensure efficient resource allocation.
- Evaluate staff performance, providing guidance to enhance team performance.
- Foster a supportive and inclusive environment for residents, families, and staff.
- Represent the nursing home facility and participate in top-level meetings.
- Facilitate marketing strategies and goals to attract more residents.

Compensation and Shifts

- Annual starting salary of \$112,000 — 132,000, with adjustments made based on education and experience
- Full-time, 40-hours, with occasional evenings and weekends
- Location: *[insert City, State]*

Qualifications and Skills

- Active nursing home administrator license in *[Insert State]*
- Bachelor's degree in healthcare administration or related field
- Knowledge of current state and federal long-term care (LTC) regulations
- At least 3 years of healthcare administration experience (LTC experience preferred)
- Proficiency using Microsoft Office Suite

Build a Satisfying Career With Our Supportive Team

Ready to kickstart a fulfilling career as a nursing home administrator? [Click here](#) to start your application today!