



GUAM MEMORIAL HOSPITAL AUTHORITY

ATURIDÁT ESPETÁT MIMURIÁT GUÅHÃN

850 Governor Carlos Camacho Road, Tamuning, Guam 96913
Operator: (671) 647-2330 or 2552 | Fax: (671) 649-5508



AREA OF CONSIDERATION – OPEN COMPETITIVE

TO ESTABLISH A LIST FOR THE POSITION OF **LONG TERM CARE ADMINISTRATOR (SNF)**

OPEN: October 12, 2023

CLOSING DATE: CONTINUOUS

ANN. NO.: 24-31

GENERAL PAY PLAN

OPEN: Q-01 \$73,788.00 P/A to Q-10 \$101,296.00 P/A
PROMOTION: Q-01 \$73,788.00 P/A to Q-18 \$130,052.00 P/A

MINIMUM EXPERIENCE AND TRAINING:

- A) Five (5) years of hospital or nursing home administration work experience including two (2) years in a supervisory or administrator capacity and a Bachelor's degree in public health administration, health care administration, health science, public administration, business administration or other related field; or
- B) Four (4) years of hospital or nursing home administration work experience including two (2) years in a supervisory or administrator capacity and a Master's degree in long care administration, public health administration, health care administration, health science, public administration, business administration or other related field.

NECESSARY SPECIAL QUALIFICATIONS:

Current license to practice as a Nursing Home Administrator by the Guam Board of Allied Health Examiners or from another U.S. jurisdiction provided that the standards for licensure are equivalent to those prevailing on Guam **and** valid Basic Life Support (BLS) certification.

NATURE OF WORK:

The Long Term Care Administrator is responsible for the administrative and clinical supervisory work in the coordination of program services, facility maintenance, compliance and operational aspects of the Skilled Nursing Facility. An employee in this class manages all departments by providing leadership and strategic direction and will report directly to the Hospital Administrator/CEO of the Guam Memorial Hospital Authority.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Manages the daily operations of the administrative, clinical, facilities, compliance and operational aspects of the Skilled Nursing Facility. Plans, organizes, supervises and monitors the delivery of care to residential patients and establishes priorities for strategic planning and development, and coordinates activities and resources necessary to achieve objectives. Ensures that nursing services are planned, implemented, and evaluated to maximize resident quality of life and quality of care with the integration of resident rights with all aspects of resident care. Ensures that the facility is in compliance with and adheres to the latest healthcare regulations for high-quality service. Coordinates the development and evaluation of resident care goals and policies with healthcare teams. Oversees various federally regulated documentation and clinical requirements of the MDS and Restorative Nursing Programs. Attends meetings and collaborates with physicians, therapists, families, and local governing boards; establishes and implements new and existing policies and procedures ensuring the quality of care for residents admitted to the Skilled Nursing Facility. Observes, monitors, and evaluates outcomes of all the facility programs, policies and procedures to ensure effectiveness and to fulfill administrative and professional responsibility. Ensures the coordination and collection of data for performance and quality improvement activities of the facility. Maintains the fiscal accountability and management of the Skilled Nursing Facility in conjunction with Hospital Administration and the Budget and Accounting Offices. Conducts and chairs staff and department meetings, and attends resident care conferences and medical staff meetings. Responds to calls for emergencies. Performs related work as assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of Long Term Care operational standards set forth in Federal and State regulations.
- Knowledge of performance management and effective leadership skills.
- Knowledge of Centers for Medicare and Medicaid Services (CMS) regulations.
- Knowledge of budget and financial processes.
- Knowledge of basic computer systems and Microsoft Office Suite.
- Excellent verbal and written communication skills.
- Skill in effective supervision and conflict management.
- Skill in interpersonal relations and team building; self-directed and flexible in fulfilling obligations.
- Ability to develop and administer skilled nursing programs of the hospital.
- Ability to evaluate program effectiveness and implement recommended changes in organizational policies and procedures to enhance effectiveness.
- Ability to maintain records, reports and other statistical data.

EXAMINATION REQUIREMENTS: A written test may be required. When a written test is not required, applicants will be rated on a scale between 70.00 and 100 percent on the basis of their training, education and experience in relation to the minimum requirements of the positions. **Individuals with disabilities who require special accommodations should contact this office prior to any scheduled examination.**

EDUCATION REQUIREMENT: Applicants claiming education accomplishment, such as, degrees or credits are required to submit official or verified copies of university or college transcripts. Pursuant to Public Law 29-113, effective September 30, 2008, all new employment in the service of the government of Guam shall have, as a reasonable measure of job performance, minimum requirement of high school diploma or a successful completion of General Education Development (GED) test or any equivalent of a general education high school program, apprenticeship program or successful completion of certification program, from a recognized, accredited or certified vocational technical institution, in a specialized field required for the job.

CMS OMNIBUS COVID-19 HEALTHCARE STAFF VACCINATION REQUIREMENT: Pursuant to CMS regulation, all eligible staff, both current and new, working at either the acute hospital or the Skilled Nursing Facility, are required to be fully vaccinated against COVID-19. The CMS mandate applies to all eligible staff working at almost all CMS-certified facilities that participate in the Medicare and Medicaid programs. This includes facility employees, licensed practitioners, students, trainees, vendors, contractors and volunteers. Additionally, this includes individuals who provide care, treatment, or other services for the facility and/or its patients under contract or other arrangements, even at a third party location.

DRUG SCREENING AND PRE-EMPLOYMENT PHYSICAL MEDICAL EXAMINATION: All applicants tentatively selected for this position are required to submit to a urine test to screen for illegal use of drugs prior to appointment. All applicants accepting employment with Guam Memorial Hospital Authority must take and pass a pre-entry Physical examination and COVID screening and show proof of COVID vaccination.

PRIMARY SOURCE VERIFICATION: Applicants applying for positions in the Nursing and/or Allied Health Professional positions requiring licensure pursuant to Public Law 24-329 or National Credentialing Institution must obtain a verification of licensure upon notification of selection as a condition of employment. All cost incurred for licensure/ certification verification is at the applicant's expense.

VETERANS' PREFERENCE: Applications claiming veteran's preference are required to provide a copy of their DD-214 (Military discharge member 4 form). Those claiming Compensable Disability are required to provide verification from the Veteran's Administration.

DISABILITY PREFERENCE: Applicants wishing to claim Disability Preference should submit a Government of Guam Disability Certification form, certified by the Director of Public Health & Social Services.

POLICE AND COURT CLEARANCE: Pursuant to Executive Order No. 2005-34 and Public Law No. 28-24, all applicants accepting employment with Guam Memorial Hospital Authority must submit a police and Superior Court of Guam clearance of no more than 3 months old from the date of notification of selection as a condition of employment. The cost of the clearances is the applicant's responsibility. Off-Island applicants must obtain clearances from their last place of resident.

AREA OF CONSIDERATION AND INTERVIEW PROCESS: A personal interview, interview by telephone or video conferencing will be held by the appointing authority or his designee for eligible candidates referred via certification. Certification for interviews are prepared from valid eligibility listings in accordance with the area of consideration or examination and in the following order if available: 1) Departmental; 2) Government-wide; and 3) Open Competitive. Candidates will be contacted accordingly during active recruitment when their names are reached on the appropriate list.

Important Note: Individuals with disabilities who require special accommodations should contact the Equal Employment Opportunity Office at (671) 647-2104, prior to any scheduled interviews. If traveling off-island and/or if contact information has changed, all eligible candidates are responsible for notifying the Human Resources Office of any changes in contact information to include email and mailing addresses.

IMPORTANT INFORMATION: Public Law 99-603 (8USC, Section 1324A) requires the Government of Guam to verify the identity and work eligibility of all newly hired employees. All new employees shall be required to provide proof of identity and work eligibility to work in the United States.

If you are hired to fill a position in the Government of Guam, you will be required to present valid documents that will establish your identity and work eligibility.

WHERE TO APPLY: Applicants must submit the "Guam Memorial Hospital Authority – Employment Application" to the Guam Memorial Hospital Human Resources Department between the hours of 7:00 a.m. to 4:00 p.m., Monday through Friday. Closed on official Government Holidays, Saturday and Sunday or via email to human.resources@gmha.org. To ensure full consideration of your application, all supporting documents must be submitted with the application. For further information, call (671) 647-2409/2171 or visit the Guam Memorial Hospital Authority Human Resources Department at 850 Gov. Carlos Camacho Road Oka, Tamuning, Guam 96913. The Human Resources Department is located on the first floor within the Administration offices or visit the "gmha.org website" for other employment opportunities.

APPROVED:

LILLIAN Q. PEREZ-POSADAS, MN, RN
Hospital Administrator/CEO

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