

My First Day

I witnessed how my work will change lives.



Wyoming Retirement Center Facility Manager

Business Office Manager II-BABO13-21361

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Are you an exceptional leader with talent, energy, and drive? Your talents are needed to fill the at will position of Retirement Center Facility Manager at the Wyoming Retirement Center, ranked by US News and World Report as a FIVE STAR Nursing Home! The Wyoming Retirement Home is one of three facilities that reports to the Aging Division in the Wyoming Department of Health (http://www.health.wyo.gov/retirement/index.html). Apply your experience and knowledge to provide leadership and coordinate all aspects and activities of this 90 bed healthcare and rehabilitation center. Use your skills to supervise and motivate staff and provide quality care for residents. In return for your expertise, you will enjoy excellent training, industry-leading benefits and opportunities to learn, grow and thrive in the Wyoming Department of Health, where there is no greater opportunity or satisfying quest than to help people live healthier lives. Here in Wyoming, the spirit of community permeates our daily actions and interactions. It's a welcoming spirit, and one that's alive and well at the Wyoming Department of Health. Each of us-from our financial professionals to our RNs and physicians on the frontline of care-contributes to the ongoing mission. If you're looking to make a positive difference in people's lives and be a part of our rich heritage of care, this is the place to put your beliefs into practice.

Location: Basin, Wyoming- Find the peace and serenity of a small town located at the western base of the beautiful Big Horn Mountains thirty miles north of Worland on US Highway 20, just 10 miles south of Greybull, Wyoming. Touted by the Basin Chamber of Commerce as Andy Griffith's "Mayberry with broadband"! Enjoy a less hectic pace, stimulating workplace environment, lower cost of living, no state income tax, a spirit of caring and volunteerism, historical setting and nearby access to award winning snowmobile trails, skiing, hiking trails, hunting, fishing, excellent camping opportunities, four wheeling, and many other outdoor activities.







About the Organization: Wyoming Department of Health, Aging Division, Cheyenne, Wyoming. EEO/ADA Employer.

WDH employees are our greatest assets. The State of Wyoming has NO state income tax and we offer an excellent benefits
package, including medical, dental, life, & vision insurance, paid vacation, sick leave, holidays, employer funded retirement,
deferred compensation program, longevity pay, and more. See us online at:
http://www.health.wyo.gov/retirement/indx.html

Full Hiring Range: \$5,816.00 \$6,842.00 per month

Our Ideal Candidate will have:

- Minimum Bachelors in Business, Health Administration, or health related field
- Three years of professional work experience with budgetary and supervisory experience
- Wvoming Nursing Home Administrator License: CPR Certification

As the Facility Manager you will:

- Coordinate and monitor: medical staff, nurses, rehabilitation, dietary, pharmaceutical services, social services, activities, medical records services and residents rights.
- Implement policies and procedures needed to assure quality healthcare services.
- Be responsible for the recruitment, management, development, evaluation, and discharge of personnel, in conformance with state policies
- Ensure the patient care and operational needs of the facility are attained through the training and motivation of all employees.
- Create a collaborative work environment which ensures the health and safety of the residents.
- Ensure the sound fiscal operation of the facility including presenting, implementing, and monitoring of the operating budget.
- Ensure compliance with established quality standards, and applicable state and federal regulations.

Core Skills and Abilities:

- Clear and unquestionable ability to lead, motivate, supervise, and inspire a team.
- Work in team based setting as well as independently; self-motivator
- Ability to effectively communicate across all levels of the team and organization
- Knowledge of finance and budget, human resource concepts, principles and practices
- Knowledge of Medicare/Medicaid programs and reimbursement
- · Professionalism in every instance

Recruitment ID: BABO13-21361