NURSING HOME ADMINISTRATOR

Bourbon Heights Inc.

Bourbon Heights Inc. is in the business of providing quality long term care and maintains a long term facility at 2000 South Main Street, Paris, Kentucky.

(1) Administrator position requires an Administrator License from the Commonwealth of Kentucky.
(2) Bourbon Heights Inc. is a non-profit nursing home, governed by a volunteer Board of Directors.
(3) Bourbon Heights Inc. was founded in 1965.
(4) Bourbon Heights Inc. has 103 nursing and personal care beds, 29 apartments, and an onsite adult day care facility.

Scope of Duties:

Administrator shall be responsible for the day to day operation of the Facility. The performance of these duties shall be carried out under the policies established by the Board of Directors. The Administrator shall be responsible for the management, administration, and financial operation of the facility. These duties shall include responsibility for:

(a) The orderly and efficient day to day function of the Facility;
(b) All personnel matters including but not limited to hiring, firing, supervising, evaluating and disciplining of all employees;
(c) The mediation of any disputes between any resident or family and the Facility;
(d) The purchase of all commodities, supplies and services required to operate the Facility;
(e) The need for all new equipment, subject to review by Board of Directors;
(f) The management of the Facility’s financial affairs;
(g) The collection and accounting of all funds due Bourbon Heights Inc. ;
(h) The maintenance of proper records of all transactions;
(i) The maintenance of all the buildings and grounds;
(j) The performance of other duties as are customarily performed by one holding such position in other, same, or similar businesses or enterprises;

Administrator shall also render such other and unrelated services and duties as may be assigned from time to time by the Board of Directors. In no event shall the Administrator be required to perform any service or duties that would violate the terms of Administrator’s licensure as a nursing home administrator.
Applicants shall send their resumes and portfolios to the chairman of the Board of Directors:

Bill Harney
P.O. Box 247
Millersburg, Ky. 40348

Or email to: harneyscont@aol.com