

Job Description – Assistant Administrator:

1. Train under and assist the facility Administrator with general oversight of the facility.
More specifically,
 - A. The Administrator will work directly with you to train and instruct you to be able to assist in the oversight of the following Departments:
 1. Clinical /Nursing
 2. Therapy
 3. Human Resources / Staffing
 4. Dietary
 5. Maintenance
 6. Housekeeping
2. Interact with Nursing Home residents and their families to ensure a positive experience
3. Fill-in as acting administrator when needed

Please email torahrochester@gmail.com if you are interested in this position and to learn more about Rochester please visit www.torahrochester.com