

Job Posting: Notice of Vacancy

Application Date has been extended to January 29,2026

Overview:

LaSalle County is seeking a Licensed Nursing Home Administrator LNHA to fill a full-time position. The Administrator leads and directs the overall operation of the facility in accordance with resident needs, federal and state government regulations, and County policies/procedures, so as to maintain quality of care for the residents while achieving the facility's business objectives.

Salary: This is a full-time position, \$100,000-\$140,000 annually, depending on experience.

Location: 1380 North 27th Road, Ottawa, IL 61350

Requirements:

An active state Administrator License is required.

Knowledge and expertise in the management of a long-term care facility required.

See ***Job Description*** below for Duties, Minimum Qualifications and Physical Demands

Application Process:

A cover letter, resume, application should be forwarded to Melissa Pilch, HR Director.

Mail: 707 E Etna Rd, Room 249, Ottawa IL 61350

Email: mpilch@lasallecountyil.gov

Employee Benefits Package listed here: <https://lasallecountyil.gov/213/LaSalle-County-Benefits>

LaSalle County Job Application located here: <https://www.lasallecountyil.gov/615/Employment>

LaSalle County

Job Description



Job title: Administrator

Work Location: Nursing Home

Division/Department: Nursing Home / Administration

Reports to: Chairman LaSalle County Board / Nursing Home Committee

Employment Classifications:

Full-time, Exempt, Salaried

Salary Grade: \$100,000-140,000

Essential Duties and Responsibilities:

Ensure compliance with regulatory agencies governing LaSalle County Nursing Home health care delivery and guarantees that mechanisms are in place to provide high quality care and services within the facility.

- Act as representative of LaSalle County Nursing Home in providing the required accountability to residents of the facility, their family and/or agents, licensing authorities, media, staff at the LaSalle County Complex, with regard to the licensed skilled facility and its operations. Represent the facility, in conjunction with the Director of Nursing, during federal, state, and local inspections.
- Transact the terms of engagement with, and monitor the effectiveness of, any consultants to be used by the facility (e.g. dietitian, activity consultant, social service consultant.)
- Accountable for the management of the facility including but not limited to: staffing, budgeting, evaluating personnel, policy making, clinical outcomes, and other such duties. Direct responsibility for hiring and performance evaluation of all management level staff in facility. Promote census building, payer source management, and participate in admission decisions.
- Develop an annual budget and operate facility within the established budget guidelines.
- Provide direct management of the various departments in the nursing facility to promote and enhance resident care.
- Develop relationships with community agencies providing services to the nursing home.
- Transparently report concerns and issues and collaborate with chairman of the nursing home committee and its members.
- Encourage the promotion of the facility's mission, vision and values with all department heads and staff. Actively demonstrate a participative management style; inclusive of "morning meetings" or appropriately scheduled meetings to keep abreast of current operational issues.
- Oversee the development and implementation of written policies and procedures that govern the operation of the facility.
- Responsible for keeping abreast of changes in the long-term care industry thru appropriate educational and industry resources.
- Facilitate the process of surveying the residents and their families regarding quality of care on a periodic basis.
- Ensures that all staff maintain minimum standards of confidentiality of resident protected health information whether electronic, written, or oral during the course of assigned duties.
- Promote respect for the personal dignity and individuality of residents, and respect their legal rights to quality care, kind treatment, personal comfort, personal choice, and personal privacy.
- Function as part of the interdisciplinary team to provide quality care to all residents.
- Develop a cordial working relationship with union officials when reviewing personnel issues.

Education and/or Work Experience Requirements:

- Licensed Administrator, required.
- High School diploma equivalency with 5 years of applicable cumulative job specific experience, 2 of those years being in leadership/management positions; or Associate's / Bachelors Degree with 3 years of applicable cumulative job experience with 2 of those years being in leadership/management positions.
- Minimum 5 years' experience in long term care setting.
- Must have working knowledge of CMS regulations as it pertains to long term care – Medicare and Medicaid.
- Experience in writing or assisting in preparing a Plan of Corrections in response to federal, state, and local deficiencies cited as a result of a survey.
- Work beyond normal working hours (40 hours a week), weekends, and holidays when the situation(s) requires it.
- Excellent communication skills (Oral and Written).
- Possess the ability to communicate effectively and deal tactfully with personnel, residents, families, visitors, and agencies governing long term facilities in the State of IL.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Requires sitting (5-8 hrs.), standing/walking (1 – 2 hrs.). Considerable use of the hands and fingers for typing/ keyboarding. This position may experience minimal stooping, crouching and bending, reaching and grasping movements. Defined Light Work - May require exerting up to 20 pounds of force occasionally and carrying objects weighing up to 10 pounds. Close visual acuity to perform activity such as preparing and analyzing data and figures; viewing a computer screen.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Most activities are performed indoors in an office setting. While performing the duties of this position, the employee is subject to normal consistent temperatures. The noise level in the work environment is moderate.

This job description is intended to describe the general nature and level of the work being performed by the person in this position. Principal duties and responsibilities are intended to describe those functions that are essential to the performance of this job, and "other" duties and responsibilities include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employee holding this position will be required to perform any other job-related duties or tasks as requested by Chairman Nursing Home Committee. All requirements are subject to possible modification in order to reasonably accommodate individuals with disabilities.

LaSalle County reserves the right to modify, interpret, or apply this job description in any way the County desires. This job description is not intended nor should be construed to be an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions, or similar behaviors, attributes or requirements associated with this position. The aforementioned job requirements are subject to change to reasonably accommodate qualified individuals with a disability.

This job description is not an employment contract, implied or otherwise. Except as otherwise provided by a collective bargaining agreement or applicable law, all employees are at-will. This job description is not intended to void, replace, or conflict with negotiated union contracts. To the extent a collective bargaining agreement conflicts with this job description, the collective bargaining agreement shall supersede and/or modify this job description.

I have read, reviewed and agree that this job description accurately reflects the position.

ACKNOWLEDGEMENT

Updated: 12.1.2025

I have read or had explained the essential duties, responsibilities and minimum qualifications of this position for which I am expected to perform. I have reviewed the essential functions and work environment characteristics and I understand them completely.

Print Employee Name:

Employee signature:

Date:

Supervisor signature:

Date: