



BREVILLIER VILLAGE



JOB ANNOUNCEMENT

POSITION: Nursing Home Administrator of Ball Pavilion

CLASS: Non-Exempt, Full-time

STARTING WAGE: TBD

HOURS: 8:00am - 4:30pm, Monday through Friday
Flexibility for evenings, weekends & holidays as needed

REQUIREMENTS:

1. Minimum of a bachelor's degree in health-related field and/or is a licensed nursing home administrator in the Commonwealth of Pennsylvania (NHA).
2. At least five years of work experience in a licensed nursing home.
3. Has and maintains a Nursing Home Administrators License in the state of PA.
4. Supervise the Village Departments: Chaplain, Nursing, RNAC, Rehabilitation, Recreation, Clerical, and Dining Services. Maintain working relationship with Maintenance, Finance, Environmental Services, HR, and Admissions/Social Workers.
5. Serves as Quality Assurance Performance Improvement (QAPI) Coordinator
6. To operate area of responsibility in regulatory compliance with PA Department of Health, PA Department of Human Services, PA Office of Long-Term Living, OSHA, Centers for Medicare and Medicaid (CMS), and others as designated by Federal, State and Local Regulations.
7. Coordinate an annual review of the Village Emergency Management Plan and maintain procedure manuals for Safety, Security and Hazard Communication.
8. Act on behalf of the Village President during absence.
9. Help to establish and operate area of responsibility within the budget parameters.
10. Monitor reimbursement avenues and changes.
11. Coordinate the Nursing, Health Care and Legislative Advocacy Program at the Village.
12. Coordinate and/or participate in Village Teams, Committees, and Focus Groups.
13. Represent Brevillier Village in the pursuit of its Mission and Philosophy and appropriate joint ventures, partnerships, and collaborations.
14. Work with HVA Senior Living Alliance Staff and cooperate in their programing initiatives.
15. Attend all Brevillier Village Boards of Directors meetings.

Please see complete job description for full details and job expectations.

Posted: 10/27/2025; Deadline: 12/15/2025

EOE