Wyoming Department of Health

Commit to your health.

My First Day

I witnessed how my work will change lives.

Wyoming Life Resource Center Administrator – Executive Management 2 - EXMT02-22379

Copy and paste this link to apply: http://statejobs.state.wy.us/JobSearchDetail.aspx?ID=22379

Are you an exceptional leader with talent, energy, and drive? Your talents are needed to fill the at-will position of Administrator at the Wyoming Life Resource Center! The Wyoming Life Resource Center is one of two facilities that reports to the Behavioral Health Division in the Wyoming Department of Health (http://www.health.wyo.gov/behavioralhealth/index.html). Apply your experience and knowledge to provide leadership and coordinate all aspects and activities of this 90+ patient residential community with therapeutic and medical support services. It is located on a beautiful 90 acre campus and is home to state of the art care, and offers learning and job opportunities for Wyoming residents with challenges. The facility consists of: The Canyons Intermediate Care Facility (ICF) program, serving people with intellectual disabilities, the Visions Program, which serves people with acquired brain injuries, and the Horizons Healthcare Center, which provides acute and long term medical care. The Rothwell Training Center provides training for caregivers and healthcare professionals. 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: Lander, Wyoming- Find the peace and serenity of a picturesque western town located on the east side of the Wind River Mountain Range in west central Wyoming, 157 miles from Yellowstone National Park. Touted by the Lander Chamber of Commerce as a vibrant and progressive business community, it is next to the Wind River Indian Reservation and on a main thoroughfare to Yellowstone and Grand Teton national parks. Enjoy a less hectic pace, stimulating workplace environment, lower cost of living, no state income tax, cultural experiences, and nearby access to snowmobile trails, skiing, hiking trails, hunting, fishing, excellent camping opportunities, four wheeling, and many other outdoor activities.

About the Organization: Wyoming Department of Health, Behavioral Health 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: $6683.00 -$10,017.00 per month. Salary is open dependent upon education and experience.

Our Ideal Candidate will have:

- A Master's in Human Services, Public Administration, Health Administration, or Management
- Six years of professional work experience in healthcare or health care administration
- Includes at least two years of budgetary and high level leadership/supervisory experience
- Experience with clients with extreme therapeutic, behavioral, and medical needs

As the Facility Manager you will:

- Provide leadership and strategic direction for the day to day operation of the 24/7 Wyoming Life Resource Center with 400+ employees and 90+ patients.
- Coordinate and monitor: medical staff, nurses, therapeutic recreation specialists, certified brain injury specialists, dietary, pharmaceutical services, chaplain, and other specialty services.
- Implement policies and procedures needed to assure quality healthcare services.
- Oversee Risk Management processes
- 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.
- Responsible for community and state outreach, expanding networks with local and public organizations and educating Wyoming citizens.
- 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.
- Provide program development and planning with assures compliance with Federal and State ICF/ID standards.

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 current ICF/ID, Federal, State laws, rules, policies and regulations and ability to translate these into departmental policies and implement best practices.
- Knowledge of performance improvement processes and risk management.
- Professionalism in every instance.

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