

# Careers in Health Services Administration

## Career Path: Nursing Home Administrator

Nursing Home Administrators are responsible for every aspect of the management, maintaining, and operation of nursing homes. Their many duties range from management of personnel to public relations. Administrators supervise other managers and may have one or more assistants. Administrators supervise managers and work closely with the medical director and nursing staff to ensure proper medical treatment for all residents. They also act as the nursing home's representative during interactions with residents' families, government agencies, and the community.

Administrators ensure that residents needs are met and residents are cared for; plan events and programs; oversee administration of health care and food service; work with families of residents; plan budgets and find sources of funding; resolve complaints and problems.



### Recommended Course:

For students interested in a career as a nursing home administrator, the following elective course is recommended. This course enhances a student's customer service in health services, understanding of psychology and culture and leadership principles.

### HSM2260 Customer Service Management in Health Services

Introduces the various clients of the health services industry, including patients and their families, practitioners, and healthcare agencies. Students learn various strategies for defining and evaluating standards for customer satisfaction. Prerequisite: HEA1101

### These courses are recommended as liberal arts or free electives:

#### SOC2205 World Cultures

Introduces cultural anthropology. In order to better understand humanity, the course examines norms, values, and practices of a variety of cultures and change management. Prerequisite: MGT2220

### MGT4430 Leadership

Examines the leadership variables that affect the achievement of organizational goals. Topics include theories of leadership, power, and influence as they affect organizational behavior; team building motivation; group dynamics; organizational communication processes; and change management. Prerequisite: MGT2220

*Career Paths are not minors or concentrations and will not be noted on a student's transcript or diploma. Career Paths are suggested electives to fill elective credits.*