



Assistant Administrator

Huron, SD

Salary: DOE

Job Summary:

Provide assistance to the facility administrator as directed. Provide clerical support by organizing and maintaining resident, personnel, marketing, and resource files. Answer telephones, greet guests, respond to residents' requests, and assist in the coordination of services to residents. Plan and coordinate social and recreational activities for residents. Assist with Restorative Therapy program through one-on-one and small group sessions. Assist in providing service to the residents, families, and guests. Fill the role of Resident Assistant or Administrator as needed. This position also includes staff supervision, floor support, and a rotating on-call schedule.

Schedule:

Monday-Friday, 40 hours. Rotating on-call schedule.

Qualifications:

Candidate must be detail oriented, highly organized, and have exceptional customer service and communication skills. Experience in health management, leadership, and elder care is necessary.

Requirements: High School Diploma or GED. Med Aide certification or willingness to obtain through paid training is required.

Benefits:

- Paid time off (Full-time)
- Avera Health Insurance (Full-time)
- 401K matching (Full Time)
- Free meals
- Paid training
- Tuition Assistance for Nursing or related fields
- Employee Referral Bonus
- Avera Employee Assistance Program