



GUAM MEMORIAL HOSPITAL AUTHORITY

ATURIDĀT ESPETĀT MIMURIĀT GUĀHĀN

850 Governor Carlos Camacho Road, Tamuning, Guam 96913

Operator: (671) 647-2330 or 2552 | Fax: (671) 649-5508



AREA OF CONSIDERATION – OPEN COMPETITIVE

TO ESTABLISH A LIST FOR THE POSITION OF

LONG TERM CARE ASSISTANT ADMINISTRATOR (SNF)

OPEN: October 7, 2026

CLOSING DATE: Continuous

ANN. NO.: 26-79

GENERAL PAY PLAN

OPEN: R-01 \$80,061.00 P/A to R-10 \$109,907.00 P/A

PROMOTION: R-01 \$80,061.00 P/A to R-18 \$141,108.00 P/A

MINIMUM EXPERIENCE AND TRAINING:

- A) Bachelor's degree in Public Health Administration, Health Care Administration, Health Science, Public Administration, Business Administration, or a related field; and three (3) years of experience in hospital or nursing home administration, including two (2) years in a supervisory or administrative role within a healthcare setting; or
- B) Master's degree in Long-Term Care Administration, Public Health Administration, Health Care Administration, Health Science, Public Administration, Business Administration, or a related field; and two (2) years of experience in hospital or nursing home administration, including one (1) year in a supervisory or administrative role within a healthcare setting.

NECESSARY SPECIAL QUALIFICATIONS:

Must obtain a license to practice as a Nursing Home Administrator from the Guam Board of Allied Health Examiners.

NATURE OF WORK:

The Long-Term Care Assistant Administrator is responsible for ensuring effective operations within the Skilled Nursing Facility (SNF) by providing leadership and strategic direction in accordance with federal and local laws and other regulatory requirements. This position is accountable for integrating, coordinating, and delivering programs and services to ensure compliance with quality assurance and performance standards.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Supports the Long-Term Care Administrator by overseeing, coordinating, and monitoring all operational functions of the SNF. Provides leadership in optimizing processes, resource utilization, and service delivery to uphold regulatory standards and organizational objectives. Maintains compliance with federal, local, and applicable regulatory requirements. Monitors and enforces adherence, ensuring operations alignment with regulations and policies. Supports audit processes, survey preparation, development of corrective action plans, and policy maintenance. Leads and coordinates designated personnel to achieve strategic goals and departmental objectives. Provides training and guidance to ensure compliance with the highest standards of care. Fosters collaboration within the SNF and Guam Memorial Hospital to improve communication, address operational challenges, and maintain a resident-centered care environment. Prepares data-driven reports, maintains comprehensive facility records, coordinates Quality Assurance and Performance Improvement (QAPI), and assists the Long-Term Care Administrator in implementing quality improvement and strategic operational initiatives. Performs related work as assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of Long-Term Care operational standards and compliance expectations governing resident care, facility processes, documentation practices, and safety protocols.
- Knowledge of Centers for Medicare and Medicaid Services, Health Insurance Portability and Accountability Act, and other applicable governing requirements and regulations.
- Knowledge of trends and current developments that will contribute to and support the success of

operational excellence in a healthcare setting.

- Knowledge of quality improvement methodologies and techniques to identify opportunities, implement solutions, and enhance operational efficiency.
- Ability to interpret and apply pertinent laws, rules, regulations, and program guidelines to make sound management decisions.
- Ability to direct and perform administrative, consultative, and managerial functions towards a medium to large team within a hospital setting.
- Ability to compile, analyze, and interpret complex data to support informed decision-making to achieve targeted objectives.
- Ability to establish and maintain effective working relationships with internal and external personnel.
- Ability to communicate, both orally and in writing.

EXAMINATION REQUIREMENTS: A written test may be required. When a written test is not required, applicants will be rated on a scale between 70.00 and 100 percent on the basis of their training, education and experience in relation to the minimum requirements of the positions. **Individuals with disabilities who require special accommodations should contact this office prior to any scheduled examination.**

EDUCATION REQUIREMENT: Applicants claiming education accomplishment, such as, degrees or credits are required to submit official or verified copies of university or college transcripts. Pursuant to Public Law 29-113, effective September 30, 2008, all new employment in the service of the government of Guam shall have, as a reasonable measure of job performance, minimum requirement of high school diploma or a successful completion of General Education Development (GED) test or any equivalent of a general education high school program, apprenticeship program or successful completion of certification program, from a recognized, accredited or certified vocational technical institution, in a specialized field required for the job.

DRUG SCREENING AND PRE-EMPLOYMENT PHYSICAL MEDICAL EXAMINATION: All applicants tentatively selected for this position are required to submit to a urine test to screen for illegal use of drugs prior to appointment. All applicants accepting employment with Guam Memorial Hospital Authority must take and pass a pre-entry Physical Examination.

PRIMARY SOURCE VERIFICATION: Applicants applying for positions in the Nursing and/or Allied Health Professional positions requiring licensure pursuant to Public Law 24-329 or National Credentialing Institution must obtain a verification of licensure upon notification of selection as a condition of employment. All cost incurred for licensure/ certification verification is at the applicant's expense.

VETERANS' PREFERENCE: Applications claiming veteran's preference are required to provide a copy of their DD-214 (Military discharge member 4 form). Those claiming Compensable Disability are required to provide verification from the Veteran's Administration.

DISABILITY PREFERENCE: Applicants wishing to claim Disability Preference should submit a Government of Guam Disability Certification form, certified by the Director of Public Health & Social Services.

POLICE AND COURT CLEARANCE: Pursuant to Executive Order No. 2005-34 and Public Law No. 28-24, all applicants accepting employment with Guam Memorial Hospital Authority must submit a police and Superior Court of Guam clearance of no more than 3 months old from the date of notification of selection as a condition of employment. The cost of the clearances is the applicant's responsibility. Off-Island applicants must obtain clearances from their last place of residence.

AREA OF CONSIDERATION AND INTERVIEW PROCESS: A personal interview, interview by telephone or video conferencing will be held by the appointing authority or his designee for eligible candidates referred via certification. Certification for interviews are prepared from valid eligibility listings in accordance with the area of consideration or examination and in the following order if available: 1) Departmental; 2) Government-wide; and 3) Open Competitive. Candidates will be contacted accordingly during active recruitment when their names are reached on the appropriate list.

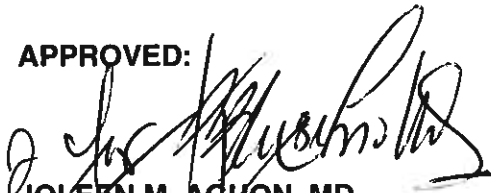
Important Note: Individuals with disabilities who require special accommodations should contact the Equal Employment Opportunity Office at (671) 647-2104, prior to any scheduled interviews. If traveling off-island and/or if contact information has changed, all eligible candidates are responsible for notifying the Human Resources Office of any changes in contact information to include email and mailing addresses.

IMPORTANT INFORMATION: Public Law 99-603 (8USC, Section 1324A) requires the Government of Guam to verify the identity and work eligibility of all newly hired employees. All new employees shall be required to provide proof of identity and work eligibility to work in the United States.

If you are hired to fill a position in the Government of Guam, you will be required to present valid documents that will establish your identity and work eligibility.

WHERE TO APPLY: Applicants must submit the "Guam Memorial Hospital Authority – Employment Application" to the Guam Memorial Hospital Human Resources Department between the hours of 7:00 a.m. to 5:00 p.m., Monday through Friday. Closed on official Government Holidays, Saturday and Sunday or via email to human.resources@gmha.org. To ensure full consideration of your application, all supporting documents must be submitted with the application. For further information, call (671) 647-2409/2171 or visit the Guam Memorial Hospital Authority Human Resources Department at 850 Gov. Carlos Camacho Road Oka, Tamuning, Guam 96913. The Human Resources Department is located on the first floor within the Administration offices or visit the gmha.org website for other employment opportunities.

APPROVED:


JOLEEN M. AGUON, MD
Interim Hospital Administrator/CEO