

Sonia Bartels

Long Term Care Licensed Administrator

Riverton, IL

sshawgopc@yahoo.com

217-638-9103

LPN

- Fully credentialed LPN with experience providing compassionate care in an extended care setting. Patient focused with a background in geriatric care.
- Established in extended care including assessment, counseling, education regarding medications and treatment, lab work, documentation with care plan for diagnosis, and administration of treatment procedures.
- Computer skilled, managing heavy daily patient volume including computerized charting, appointment scheduling, and patient referral. Proficient in all documentation/record maintenance/paperwork to ensure accuracy and patient confidentiality.
- Skilled in conducting physical examinations, Diabetes, Hospice and Stroke Patient care.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Licensed Nursing Home Administrator

Brother James Court - Springfield, IL

January 2015 to Present

Main job responsibility of long-term care administrators is to provide residents with a high quality of life—including superb medical and personal care—while ensuring the efficient operation of multi-facility system. Because long-term care facilities is a businesses, I oversee both the business management side and the healthcare side of the facilities they manage.

proficient in a wide array of areas, including:

- Facilities operations
- Financial planning
- Personnel management

I serve as the head of operations/chief executive officer, of a facility. Long-term care facilities are quite diverse, housing older adults with Development Disabilities who require minimum assistance with their daily lives and others housing very ill patients who require specialized, complex nursing care services of 99 bed facility.

General focus includes:

- Setting and enforcing policies
- Staff hiring, training, and retention
- Patient/resident care
- Day-to-day operations
- The promotion of the institution to the public
- Budgeting
- Disease control/prevention and pharmaceutical control

- Federal/state/local regulations and legislation
- Employee/patient/family grievances

Supervise a staff that include food service, nursing, cleaning, maintenance, finances, admissions, and social services departments, among others.

On any given day, I must juggle everyday activities, emergencies, and situations requiring their immediate attention. The daily responsibilities of these healthcare professionals involve:

- Communicating with diverse populations
- Establishing and maintaining relationships with staff, patients, and patient family members
- Assessing the needs of the patient and staff populations
- Employing outstanding counseling and crisis intervention techniques
- Analyzing financial needs and predicting future financial needs
- Protecting patient rights
- Analyzing, creating, and updating policies and procedures as needed

Licensed Cosmetologist

Self-employed - Springfield, IL
2001 to Present

Residential Service Director

Brother James Court - Springfield, IL
2014 to January 2015

Know each resident and family member by taking the time to get to know them.

Engage residents and connect with them in a genuine, compassionate, and memorable way.

Manage the oversight of all resident care.

Complete scheduling of all healthcare personnel; assure staffing levels meet established resident/patient ratios, schedule remain within budgeted hours and manage and approve all overtime hours worked.

Ensure the assessment process as required by BJC is completed on every resident.

Ensure the Resident Service Plan is updated quarterly as needs or required services change and attend meetings

Ensure all self medicating residents are reassessed if condition change is noted and on an annual basis.

Ensure proper notification of physicians and families for all status changes.

Ensure proper management of monthly weights and vital signs.

Monitor that all residents and staff receive proper TB testing upon admission/hire and annually.

Assist the staff direct, supervise and train staff nurses and DSP.

Assist with the completion resident care department employee evaluations in a timely manner.

Assist the Administrator to maintain the budget.

Assist to coordinate services with other healthcare professionals.

Assist DON with the required Quality Assurance for resident care.

Oversee Manage staff by walking around, randomly for compliance, checking rooms for cleanliness, talking to staff and building relationships.

Performing continuing education for staff, CPR certification, body mechanics, privacy issues, and resident rights, etc.

Develop collaborative relationships with appropriate physicians, pharmacy, hospice, home care agencies, local hospitals and community based groups.

Assist with the orientation process for all clinical staff and provide performance feedback to the DON as appropriate.

ADDITIONAL DUTIES:

Work with all other departments to ensure proper services are provided to the residents.
Attend daily stand-up meetings and provide resident status updates.
Assist with building relationships in the community to enhance transitional care and build census growth.
Responsible for maintaining current knowledge regarding Department of Public Aid regulations and implementing clinical activities in accordance with these regulations.
Complete all required reports and ensure proper delivery to the appropriate person.
Performs other related duties as assigned or required

Charge Nurse/Staff Nurse

Lewis Memorial Christian Homes - Springfield, IL
2013 to 2014

Cosmotologist

Self-employed - Havana, IL
2011 to 2014

LPN/Floor Nurse

Mason City Nursing - Mason City, IL
2012 to 2013

LPN/Floor Nurse

Leroy Manor - Leroy, Illinois, US
2011 to 2012

Office/ Secretary

Stevens Implement Co - Petersburg, IL
1998 to 2001

Management/Training 1995-1998
Under Ground Railroad Co., Springfield, Illinois

Education

Associate's in Nursing

Spoon River College - Canton, IL
2012

Skills

- Management
- Microsoft Word
- Healthcare
- Outlook
- CPR
- Payroll
- Scheduling
- Documentation

- time management
- Financial Planning
- Crisis Intervention
- Nursing
- Social Work
- Medication Administration
- Quality Assurance
- Case Management
- Business Management
- Hair Styling
- Hospice Care
- Financial Report Writing
- Recruiting
- Home Care
- EMR Systems
- Employee Orientation
- Budgeting
- Triage
- Laboratory Experience

Certifications and Licenses

Illinois licensed long-term care administrator

Present