

85064 Administrator Qualifications and Duties

(a)

In addition to Section 80064, the following shall apply.

(b)

All adult residential facilities shall have a qualified and currently certified administrator.

(c)

The administrator shall be at least 21 years of age.

(d)

Have a high school diploma or pass a general educational development test (GED). (1) Administrators employed prior to July 1, 1996 are exempt from this requirement.

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(e)

The administrator shall be on the premises the number of hours necessary to manage and administer the facility in compliance with applicable law and regulation.

(f)

When the administrator is absent from the facility there shall be coverage by a designated substitute, who meets the qualifications of Section 80065, who shall

be capable, of, and responsible and accountable for, management and administration of the facility in compliance with applicable law and regulation.

(g)

The administrator of a facility for seven to 15 clients shall have one year of work experience in residential care.

(h)

The administrator of a facility for 16 to 49 clients shall have graduated from high school, or possess a GED, and shall have one of the following prior to employment: (1) Completion, with a passing grade, of 15 college or continuing education semester or equivalent quarter units, three of which shall be in nutrition, human behavior, administration, or staff relations. (2) One year of work experience in residential care.

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(2)

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(i)

The administrator of a facility for 50 or more clients shall have graduated from high school, or possess a GED, and shall have one of the following prior to employment. (1) Completion, with a passing grade, of 60 college or continuing education semester or equivalent quarter units, six of which shall be in administration or staff relations. (2) Three years work experience in residential care, one year of which shall have been providing direct care to clients or assisting in facility administration.

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Completion, with a passing grade, of 60 college or continuing education semester or equivalent quarter units, six of which shall be in administration or staff relations.

(2)

Three years work experience in residential care, one year of which shall have been providing direct care to clients or assisting in facility administration.

(j)

The administrator shall perform the following duties: (1) Where applicable, advise the licensee on the operation of the facility and advise the licensee on developments in the field of care and supervision. (2) Development of an administrative plan and procedures to define lines of responsibility, workloads, and staff supervision. (3) Recruitment, employment and training of qualified staff, and termination of staff. (4) Provision of, or insurance of the provision of, services to the clients, required by applicable law and regulation, including those services identified in the client's individual needs and services plans. (A) The licensing agency shall have authority to approve the use of a centralized service facility to provide any required services to two or more licensed facilities. Prior approval shall be obtained in writing. (5) Arrangement for special provisions for the care and supervision and safety and guidance of clients with disabilities including visual or auditory deficiencies. (6) Arrangement for the clients to attend available community programs, when clients have needs, identified in the needs and services plan, which cannot be met by the facility but can be met by community programs. (A) Such arrangements shall include, but not be limited to, arranging for transportation.

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(k)

Within six months of becoming an administrator, the individual shall receive training on HIV and TB required by Health and Safety Code Section 1562.5.

Thereafter, the administrator shall receive updated training every two years.

(l)

Administrators employed prior to July 1, 1996 shall be exempt from the requirements of Sections 85064(d), (h), and (i) above, provided that they have no break in employment as an adult residential facility administrator exceeding three (3) consecutive years.

(m)

In those cases where the individual is both the licensee and the administrator of an adult residential facility, the individual shall comply with all of the licensee and certified administrator requirements.

(n)

The Department may revoke the license of an adult residential facility for failure to comply with all requirements regarding certified administrators.

(o)

Unless otherwise provided, a certified administrator may administer more than one licensed adult residential facility.