Jodi Reymore

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Experience

**Administrator** December 2017- Current Samaritas of Saginaw

Responsible for annual employee benefit packages. Attending union negotiations and grievances. Interviewing, training and orientation of new employees. Responsible for state & federal regulations regarding employee files. Preparing budgets and census development. Knowledge of Federal and State regulations. Preparing for survey and writing a plan of correction when necessary. Monitoring star rating and quality indicators. Managing all departments of a skilled nursing facility.

**Administrator** February 2015 - June 2017 MagnumCare of Saginaw

Responsible for annual employee benefit packages. Attending union negotiations and grievances. Interviewing, training and orientation of new employees. Responsible for state & federal regulations regarding employee files. Preparing budgets and census development. Knowledge of Federal and State regulations. Preparing for survey and writing a plan of correction when necessary. Monitoring star rating and quality indicators. Managing all departments of a skilled nursing facility.

**Administrator**  August 2011-February 2015 MediLodge/Nexcare

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Admissions/Case Manager

Reviewing hospital referrals, admitting residents into the facility, following Federal and State guidelines for proper documentation and required paperwork. As Case Manager getting prior authorization from the insurance companies and maintaining a working schedule for re-authorizations.

**Director of Operations** February 1996-August 2011 Beecher Manor

Overseeing operations of multiple Skilled Nursing and Assisted Living Facilities. Creating and implementing process and procedure manuals as well as training manuals. Leading the crisis management team. Performing internal audits and analyzing data to insure maximum efficiency. Responsible for annual employee benefit packages. Interviewing, training and orientation of new employees. Responsible for state & federal regulations regarding employee files. Conducting employee disciplinary actions including hiring and termination of employees. Training employees on software and processing data.

Education

Bachelor of Science Degree in Public Administration from Central Michigan University

Skills

Excel, Word, Ultipro, PowerBI,Certify, Power Point,