

RAYMOND SOTO, L.S.W., L.N.H.A
451 SOUTH COOKS BRIDGE RD
JACKSON, NJ 08527
HOME#: (732) 534-4522
CELL#: (732) 503-2913
RSOTOLNHA@MSN.COM

CAREER TRACK

3/11-10/14

Monroe Village CCRC
Assistant Executive Director/Administrator,
Springpoint Senior Living, Inc.

Department: Administration

- Overall management of a 60 bed Medicare/Medicaid SNF and 28 apartment Assisted Living (AL)
- Improved the census of SNF and AL to 98% occupancy
- Maintained Medicare A RUH/RVH census that was always one third the budgeted census to increase revenue and CMI
- Established cost effective budgets for SNF/AL units
- Established and chaired an effective Quality Assurance Performance Improvement (QAPI) Committee focused on resident-centered care
- Chaired the weekly Resident Review Committee which focused on the care of all residents of the CCRC
- Individually interviewed every resident post discharge from SNF to IL to determine their experience in the SNF
- Established a committee to revitalize the aesthetics of the SNF with the goal of redecoration in 2014
- Participated and exceeded Springpoint benchmark in Holleran Resident/Family/Staff Satisfaction Survey Process
- Coordinated the My Innerview Resident/Family/Staff Satisfaction Survey Process for regulated areas
- Daily rounds of both the SNF and AL to ensure compliance
- Prepared the SNF and AL for the upcoming regulatory surveys
- Re-established the AL level of care quarterly meetings to ensure maximum revenue potential
- Personally handled all resident and family issues through a team approach to ensure a quick and satisfactory response
- Hired a motivated and focused Director of Nursing to improve the care received in the SNF
- Took over supervision of the Business Office Manager to ensure a zero A/R balance
- Participated in Facility Wide Activities Committee to improve socialization among all residents
- Established resident-centered menu committees in the regulated areas (SNF and AL) to reduce the number of issues with the variety of meals offered and quality of the dining experience
- Implemented the CMS Managed Medicaid Program at Monroe in conjunction with corporate finance

12/09--12/10

Kensington Manor Care Center (SOLD 12/2010)
Interim Administrator, Saint Barnabas Health Care System

Department: Administration

- Overall management of a 175 bed Medicare/Medicaid New Jersey skilled nursing facility with a sub-acute unit, dementia unit and long term care unit
- Managed adjoining rental property occupied by Robert Wood Johnson's Children's Specialized Hospital
- 2010 successful survey utilizing a team-building approach
- Established a profit in 2010 after a five million dollar loss in 2009
- Established a customer service program to ensure the highest quality of care
- Daily rounds of the facility to ensure compliance
- Spear headed committees to implement new MDS 3.0 and RUGS IV guidelines
- Attended weekly Utilization Review/Fall Review/Weight Review Meetings
- Provided guidance and support during transition of sale of facility to new for-profit ownership

RAYMOND SOTO, L.S.W., L.N.H.A
451 SOUTH COOKS BRIDGE RD
JACKSON, NJ 08527
HOME#: (732) 534-4522
CELL#: (732) 503-2913
RSOTOLNHA@MSN.COM

02/08-12/09

Briarwood Care and Rehabilitation Center, LLC
Administrator, Cambridge Healthcare

Department: Administration

- Overall management of a 212 bed Medicare/Medicaid New Jersey skilled nursing facility with a sub-acute unit, dementia unit and long term care unit
- Produced an annual survey with only two deficiencies by utilizing a team-building approach
- Traveled to sister facilities to assist with survey preparation at the corporate office's request
- Established a customer service program to ensure the highest quality of care
- Daily rounds of the facility to ensure compliance
- Prepared weekly operational and financial reports, as well as monthly Medicare Reports
- Established a Preventative Maintenance Program for a forty year old facility
- Trained four AITs, at different times, with diverse non clinical career backgrounds

02/05-02/08
06/04-02/05

Clark Nursing and Rehabilitation Center, LLC
Medicenter of Lakewood (CLOSED 02/2005)
Administrator, Nu Vision Management

Department: Administration

- Overall management of a 140 bed Medicare/Medicaid New Jersey skilled nursing facility with a 10 bed ventilator unit, a 60 bed sub-acute unit, and a 30 bed rehabilitation unit at Clark
- Established a net profit of 80 to 100K per month by reducing nursing staff (see below) and supply expenses and increasing revenue at Clark through greater Med A and ventilator-resident census
- Created more parking for visitors and staff by developing a plan with neighboring business (L'Oreal USA) to acquire 45 additional free parking spaces with the help of the Clark Chamber of Commerce
- Worked with 1199 SIEU union to ensure provisions for tri-annual contract was executed; severance distribution for laid off workers at Medicenter of Lakewood facility
- Re-established Clark Customer Service Program among staff to ensure better service to residents and families
- Daily rounds of Clark facility to assure compliance and to connect with staff
- Monitoring of Clark nursing hours on a bi-weekly basis to reduce the need for agency nurses and ensure cost effectiveness
- Handled any and all post-issues with regard to Medicenter's closing
- Coordinated the closing of Medicenter facility with respect to the CMS and NJDOHSS guidelines, storage of medical records with HIPAA guidelines, and ensured a safe discharge of all residents to the facility of their choice
- Provided all Medicenter employees with in-house job fairs sponsored by other facilities to ensure continuance of employment in their field

04/03-6/04

Providence Nursing and Rehabilitation Center
Administrator

Department: Administration

- Overall management of a 127 bed Medicare/Medicaid New Jersey skilled nursing facility
- Responsible for NJDOHSS compliance with long term care standards and practices
- Daily rounds of the home to assure compliance
- Worked with admission coordinator to increase census
- Morale booster to ensure content staff and productive work environment
- Work with 1199 SIEU union to ensure that provisions of yearly contract are carried out
- Experience in dealing with budgets, receivables, payables to ensure cost effectiveness

RAYMOND SOTO, L.S.W., L.N.H.A
451 SOUTH COOKS BRIDGE RD
JACKSON, NJ 08527
HOME#: (732) 534-4522
CELL#: (732) 503-2913
RSOTOLNHA@MSN.COM

04/01-04/03 **Francis E. Parker Memorial Home** Department: Administration
Assistant Administrator

- Supervised plant operations, recreation, nutrition/food services, professional education, and social services/admissions
- Developed the admission and discharge criteria for the new 12 bed dementia unit along with participating in the overall design of this new unit
- Assisted Administrator with daily operations of both homes in New Brunswick and Piscataway
- Ensured NJDOHSS compliance with clinical documentation
- Conducted weekly Administrative Rounds of both homes
- Acting Administrator when existing Administrator was unavailable

6/99-4/01 **Director** Department: Social Services and Admissions

- Responsible for the formation of the above department
- Departmental incorporation with other departments
- Maintained full census at all times
- Supervised department employees

PROFESSIONAL CREDENTIALS

- Eden Alternative Associate
- NJ **LNHA**
- NY **LNHA**
- NJ **LSW**
- NY **LSW**
- **MSW**, New York University
- **BS** in Chemistry, Magna Cum Laude, St. Francis College