



# Personal Care Home and Assisted Living Residence

## *Administrator of the Year Award* Nomination Form

**The Personal Care Home and Assisted Living Residence Administrator of the Year Award** is sponsored by the Pennsylvania Assisted Living Association (PALA) and recognizes Personal Care Homes and Assisted Living Residence administrators who have demonstrated outstanding leadership through their dedication to their staff, the residents and families they serve, as well as, the personal care and assisted living industry.

**Nomination Guidelines:** One award will be given annually at the awards ceremony held in conjunction with the PALA Annual Fall Conference. Administrators of Record serving in Personal Care Home and Assisted Living Residence communities that are PALA members in good standing are eligible to receive the award.

All nominations must be submitted on this form along with a current resume of the nominee or a listing of the of the nominee's employment history and licenses/certification held. Two reference letters are required and may be from staff, residents, family members of residents, or other individuals who can support this nomination. Supporting documentation should provide evidence of the nominee's dedication to the following:

- Treatment of each resident with dignity and respect;
- Protection of each resident and their rights to privacy and choice;
- Offering of affordable quality care that is personalized for each residents needs;
- Encouragement of exemplary service from each staff member and community volunteer;
- Dedication to improving the personal care and assisted living industry as a whole, though public outreach, legislative services, etc.; and
- Participation in PALA, including attendance at conferences and Networking meetings

Nominee: \_\_\_\_\_

Length of Service at present Community: \_\_\_\_\_ Years of Service in Senior Living: \_\_\_\_\_

Years as an Administrator in Personal Care/Assisted Living: \_\_\_\_\_

PALA Member Community: \_\_\_\_\_

Community Address: \_\_\_\_\_

E-mail: \_\_\_\_\_ Community Telephone: \_\_\_\_\_

Nominator: \_\_\_\_\_

Email: \_\_\_\_\_ Nominator Telephone: \_\_\_\_\_

### **Nomination Checklist:**

- Completed Nomination Form
- Nominee's Resume or listing of employment history with listing of licenses/certification held
- (Do not include copies of actual certificated or applications of employment)
- Supporting documentation of nominee's dedication
- Two (2) letters of reference for the nominee

**Questions? (717) 695-9734**

**Nomination Deadline: July 15, 2019**

**Return completed nomination forms and supporting documents to:**

PALA 105 N. Front Street, Suite 106, Harrisburg, PA 17101

Fax to: (717) 695- 9735

Or E-mail to: [info@pala.org](mailto:info@pala.org) (Subject: Keystone Awards Administrator of the Year)