



## ***2021 Personal Care Home & Assisted Living Residence***

# **Administrator of the Year Award**

**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 presented 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 nominee's employment history and licenses/certifications 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:

- Demonstrates leadership and teamwork skills to provide quality person-centered care to residents.
- Communicates with family members, staff and healthcare providers regarding the needs of the residents.
- Treats each resident with dignity and respect and ensures protection of their resident rights.
- Exhibits dedication to staff through staff training and recognition.
- Serves as a mentor and role model to staff.
- Displays dedication to improving the personal care and assisted living industry as a whole through public outreach, legislative services, etc.

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

**Nomination Deadline: July 31, 2021**

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

Fax to: (717) 695- 9735 | E-mail to: [janet@pala.org](mailto:janet@pala.org)

(Subject: Keystone Awards Administrator)



## ***2021 Personal Care Home & Assisted Living Residence***

# **Administrator of the Year Award**

## **Nomination Form**

**Nomination Deadline: July 31, 2021**

Return completed nomination form and supporting documents to:

Fax to: (717) 695- 9735 or Email to: [janet@pala.org](mailto:janet@pala.org) | Subject: Keystone Awards Administrator

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: \_\_\_\_\_

Nominee E-mail: \_\_\_\_\_

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

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

### **Checklist for PALA Administrator of the Year Nomination:**

- Completed Nomination Form.
- Nominee's Resume or overview of employment history with listing of licenses/certifications held.
- Up to two (2) letters of reference for the nominee.
- Supporting documentation of nominee's dedication that shows evidence of the following:
  - Demonstrates leadership and teamwork skills to provide quality person-centered care to residents;
  - Communicates with family members, staff and healthcare providers regarding the needs of the residents;
  - Treats each resident with dignity and respect and ensures protection of their resident rights;
  - Exhibits dedication to staff through staff training and recognition;
  - Serves as a mentor and role model to staff; and
  - Shows dedication to improving the personal care and assisted living industry as a whole through public outreach, legislative services, etc.