

Heritage Springs Memory Care

Job Description

Job Title: Resident Care Director

Reports To: Executive Director

Summary of Responsibilities:

The Resident Care Director works closely with the Executive Director to ensure quality of care is provided to each resident. Responsible for the day-to-day delivery of services by LPNs and the Resident Assistants. Establishes effective working relationships with residents, staff, families, physicians, and agencies.

Essential Duties and Responsibilities:

Schedules, trains, directs, supervises, and disciplines Resident Assistants. Complies with state staffing regulations and facility standards.

Reviews and approves resident assistant timecards for payroll purposes.

Prepares resident assistant appraisals and recommends salary adjustments.

Works closely with the Executive Director to ensure that state rules and regulations are followed.

Meets with Executive Director regularly to discuss and review department needs, objectives and problems.

Serves as liaison between and manages physician and home health care agency visits with residents.

Assists residents with arranging for regular and emergency dental services, foot care, eye examinations and auditory testing.

Makes initial contact and maintains contact with hospital when resident is transferred.

Maintains resident charts to comply with state and facility requirements.

Coordinates and directs care plan meetings with various department staff regarding resident services.

Performs initial assessment prior to occupancy. Performs semi-annual assessments and informs Executive Director when a resident is no longer appropriate for assisted living, needs hospice, PT/OT services, etc.

Responsible for maintaining a quality overall operation.

While doing this job the Resident Care Manager could be exposed to infectious waste, diseases, and body fluids which can contain AIDS and Hepatitis viruses. Chemical exposure is limited to cleaners, disinfectants and personal care items. The Resident Care Manager may work weekends and holidays.

Qualifications:

Must be at least 18 years of age.

Must be a licensed practical nurse (LPN) licensed in the state of Pennsylvania

Must have 5 years work experience in assisted living and nursing home.

Must be able to think, act, and intervene independently in both routine and emergency situations.

Must be self-motivated and function as an "in charge" person.

Must be able to relate to resident, staff, and family members in a courteous and diplomatic manner under all circumstances.

Must have knowledge of caring for elderly with various health problems or dementia.

Three years' experience in elderly care setting. Preferably in a supervisory position.