



PEACHTREE HILLS PLACE

AN ISAKSON LIVING COMMUNITY

JOB DESCRIPTION

TITLE: ASSISTED LIVING GUIDE/DIRECTOR

EXEMPT STATUS: EXEMPT

REPORTS TO: EXECUTIVE DIRECTOR OF ASSISTED LIVING

GENERAL SUMMARY:

The role of the Assisted Living Guide/Director is to supervise a wide range of Assisted Living programs and to provide clinical oversight of those programs and to those Members living in Assisted Living.

This person will be expected to identify, develop and implement Assisted Living program initiatives and ensure that our Members have remarkable, meaningful experiences and interactions in compliance with all regulatory guidelines with a focus on wellness maintenance for all Members residing in Assisted Living.

The ideal candidate for this position will possess the following:

- proven experience in a senior care leadership role,
- can coach, mentor and teach a team regarding the established model of care,
- outstanding organizational skills,
- outstanding communication skills, and;
- outstanding clinical knowledge.

ESSENTIAL JOB DUTIES:

- Completes pre-admission and quarterly assessments, including any updates should the Member experience a change in condition.
- Coordinates wellness checks for all Members.
- Conduct routine audits of daily documentation, medication administration and storage, and the timely completion of CPR and First Aid for team members.
- Ensures that incident report and falls management policies and procedures are maintained and initiated in a timely manner.
- Review and implement necessary changes to Member medication regime based on quarterly pharmacy reviews.
- Collaborate with Providers regarding current Member health status and any necessary changes to medication and treatment orders.
- Collaborate with Staffing Coordinator to ensure adequate staffing ratios.

- Collaborate with ED to investigate and report any incidents and submit information to the appropriate agency within the regulated time frame.
- Collaborate with the Primary Trainer to conduct required annual training as well as other educational topics as needed by the team.
- Collaborate with ED and the Member and Family Communication Liaison to ensure that appropriate communication about Member needs, changes and updates occur timely.
- Collaborate with the IDT to ensure that all Members are “at the right level of care, at the right time” by evaluating ongoing needs and monitoring those Members who may be considered “high risk”.
- Collaborates with HR and the ED to address recruitment and retention efforts.
- Initiate and set goals for programs according to the strategic objectives of the organization.
- Work cooperatively with staff to ensure the highest quality care, services and purposeful life enrichment opportunities are provided to all Members.
- Lead development of coordinated senior services network of providers to meet the healthcare needs of Members.
- Audit the culture of the Assisted Living Households and provide constructive feedback through coaching and mentoring the team in supporting the established model of care.
- Devise evaluation strategies to monitor performance and determine the need for improvements.
- Discover ways to enhance efficiency and productivity of procedures and people.
- Apply change, risk and resource management principles when needed.
- Ensure program operations and activities adhere to legal guidelines and internal policies.
- Keep senior management informed with detailed and accurate reports or presentations.

QUALIFICATIONS:

- Licensed Nurse, Registered Nurse preferred
- Proven experience as program director or other managerial position
- Thorough understanding of project/program management techniques and methods
- Excellent knowledge of performance evaluation techniques and key metrics
- A business acumen with a strategic ability
- Excellent communication skills
- Excellent organizational and leadership skills
- An analytical mindset with great problem-solving abilities
- Must have a minimum of 5 years’ experience in Assisted Living/Healthcare setting
- Must have demonstrated knowledge of state regulations for Assisted Living
- Ideal candidate has previous leadership experience in senior-care setting

- Ideal candidate is well-versed in senior citizen programming philosophies, trends and practices

PHYSICAL REQUIREMENTS/WORKING CONDITIONS:

Must be able to sit at a desk for up to 4 hours per day. Must be able to stoop, bend, stretch, and squat to access files and various documentation; must be able to lift up to 20 pounds frequently.

DISCLAIMER:

I have read my Job Description. I understand the information contained in the Job Description. I further understand that this Job Description is not intended and should not be construed as an exhaustive list of all the responsibilities, skills, efforts or PHYSICAL REQUIREMENTS/WORKING CONDITIONS associated with my job. I may be required to perform additional tasks necessary to meet standards of quality and care.

Employee Signature _____

Date _____

Supervisor or HR Personnel Signature _____

Date _____