

SUPERIOR HEALTH SUPPORT SYSTEMS

HARBOR VIEW ASSISTED LIVING AND HOSPICE CARE MANAGER

JOB SUMMARY

POSITION TITLE: Manager

Objective:

To establish camaraderie among staff so they can provide care and services focused on maximizing residents' individual capabilities, while promoting Harbor View Assisted Living mission and vision statements.

NECESSARY REQUIREMENTS:

1. Must be able to pass a criminal background check
2. Must be able to bend, squat and lift a minimum of 25 pounds.
3. Must be free from all communicable diseases.
4. Must have a compassionate and caring demeanor along with a calm, comfortable approach with the senior population.
5. Must have the ability to work independently with minimum supervision.
6. Must be a team player and have a positive attitude.
7. Must have the ability to communicate effectively in both verbal and written format with co-workers, residents, families, visitors and community members.
8. Must have a work history providing dependability and punctuality.
9. Must be detailed oriented and be able to multi-task
10. Must be able to work a flexible schedule.

EDUCATION:

1. Licensed Practical Nurse or Registered Nurse Preferred
2. Preference given to candidates who have experience in long term care facilities such as foster care, assisted living homes, nursing homes, hospice care and hospitals.
3. Preference given to those candidates with knowledge of Dementia, Alzheimer's, mental illness, and other age related diseases and disabilities.

JOB DESCRIPTION:

Under the direct supervision of the CEO, the manager of Harbor View Assisted Living will:

1. Assist with the management of all staff:
 - a. Participate in the interview, hiring and training process of potential employees.
 - b. Ensure all paperwork and files have been set up in a timely manner
 - c. Setting up staffing schedule, dealing with call- ins and replacements.
 - d. Scheduling vacation times and holidays.
 - e. Ensure all staff have been trained and understand Policies and Procedures
 - f. Has completed skills check off sheet and can safely care for all residents

2. Meet with prospective residents and families by giving tours and responding to all inquiries.
3. Work with the DON to admit new residents,
 - a. Review and set up medications
 - b. Assess and create care plans based on residents needs
 - c. Obtain and record pertinent family and medical information
 - d. Understand Admission Agreements and be able to answer any questions the family may have.
4. Follow state guidelines and policies for Administration of Medication
 - a. Setting up Medication Administration Records and Medication list
 - b. Medication monitoring and documentation
 - c. Ensure medication are ordered in a timely manner
 - d. Training all staff on how to safely pass resident medications
5. Be able to assess residents in an emergency: CPR, First Aide, wound care, breathing treatments etc.
6. Assist Home Health and Hospice staff with creating care plans consistent with the resident's needs; ADL Care, pain management
7. Work with Medical Providers to obtain needed documentation for admissions as well as residents medication and ongoing treatment plans.
8. Coordinate with staff for planning and provisions of resident meals and snacks using state recommended guidelines.
9. Organize cleaning schedules and supervise the cleanliness of home and ensure assignments are being completed when schedules.
10. Assist staff with organizing and providing activities for the residents.
11. Schedule physician's appointments for residents and follow up as needed.
12. Be the point of contact for visitors and outside agencies. Greet visitors to the home including family members and others.
13. Arrange for appropriate maintenance for the building including snow removal, grass cutting and landscaping, maintenance, etc...
14. Know and follow the rules for Adult Foster Care. Communicate with state surveyor to be sure all items are in compliance
 - a. Assist in developing corrective action plan and update policies.
 - b. Assure that incident reports are filled out correctly and processed according to state regulations.

15. Assure that residents are being treated with respect and dignity by all staff and visitors.
16. Assist in walking and caring for elopers.
17. Participate in agency planning, goal setting and policy development.
21. Other duties as assigned by the CEO or SHSS Board of Directors.

WORK CONTACT GROUP:

All employees, residents, families, visitors and community members.

SUPERVISED BY:

CEO, SHSS Board of Directors