



<b>POSITION TITLE:</b>	WELLNESS DIRECTOR – SENIOR LIVING COMMUNITY
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<b>POSITION SUMMARY:</b>	Assumes primary responsibility for the health care services on a 24 hour/7 day week basis. Participates in service planning as well as renewal and maintenance of these plans. Recommends health care service goals and assists in their implementation. Works with the Executive Director to supervise, oversee and coordinate the work of Care Partners to meet Resident needs. Coordinates clinical services to Residents and trains all other partners as assigned.
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<b>REPORTS TO:</b>	EXECUTIVE DIRECTOR
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<b>POSITION RESPONSIBILITIES:</b>
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<b>A. Management</b>
1. Adheres to and conveys philosophy of supporting dignity, privacy, independence, choice, individuality and a home-like environment for Residents.
2. Plans, analyzes and evaluates needs of Residents and reports needs appropriately.
3. Coordinates, in cooperation with the Executive Director, ancillary health care services for Residents.
4. Adheres to all established policies and procedures.
5. Responds to Resident or staff concerns and refers them to the Executive Director when appropriate.
6. Assists in maintaining good public relations.
7. Performs Mantoux/tests for Residents and staff and Hepatitis B for staff.
8. Monitors quality of work performance of Care Partners and reports to Executive Director.
9. Assures infection control procedures are known/followed by staff.
10. Participates in service plan conferences; maintains medication and treatment records for each Resident as required.
11. Works closely with staff and designated agent(s) to identify Resident problems/concerns/issues; follows up as needed and communicates same appropriately.
12. Is on call according to pre-established schedule.
13. Coordinates treatments within scope of license.
14. Observes all work, safety and administrative rules.

<b>B. Resident Services</b>
1. Conducts initial nursing assessment(s) of Residents and at significant change of condition.
2. Works closely with the Executive Director to counsel the Resident and designated agent(s) meeting personal and related healthcare needs.
3. Evaluates health emergencies and determines emergency medical measures taken regarding Resident care.
4. Acts as Resident advocate in medical-social situations involving Resident and/or designated agents, physician, other agents or agencies.
5. Coordinates administration of medications and treatments; observes results and documents same.
6. Oversight of health related services.



7. Examines and gives first aid to Residents and staff, within scope of practice.
8. Addresses physical, social, spiritual and psychological needs of Residents.
9. Conducts and/or coordinates various health care “clinics” for Residents.
10. Completes required forms to ensure continuity of care.
11. Notifies physician and/or designated agent(s) of Resident change in condition.
12. Performs other duties as assigned.

<b>C. Administrative</b>
1. Reads staff communications and maintains familiarity with other Resident records as required.
2. Assures accurate transcription of physician orders into treatment/medication record.
3. Assists as directed with move-in and orientation of new Residents and designated agent(s).
4. Reviews Resident service records, treatment and medication books to assure quality of care.
5. Verifies physician orders, move-in/move-out information and initiates appropriate action/follow-up.
6. Supervises ordering of medications from pharmacy.
7. Coordinates therapeutic diet orders with staff as required.
8. Assures proper records are maintained.

<b>D. Staff Development</b>
1. Identifies Resident and staff training needs.
2. Trains and supervises Care Partners.
3. Conducts training as assigned and mandated by regulatory requirements.
4. Training and supervision of staff to perform medication assistance services.

<b>EMPLOYMENT REQUIREMENTS:</b>
1. Willingness to adhere to assisted living principles in provided services.
2. Ability/willingness to perform all position responsibilities adequately.
3. Ability to demonstrate effective training skills.
4. Ability to utilize and apply basic management principles.
5. Ability to recognize and communicate problems effectively.
6. Ability to relate to the public, Residents, families, staff, other professionals appropriately.
7. Ability to communicate well, verbally and in writing.
8. Ability to maintain accurate records.
9. Adequate and clear English speaking and writing ability.
10. Is free of non-treated communicable disease.



11. CPR/First Aid Certified within 30 days of employment.
12. Ability to adhere to and communicate policy and procedures.
13. Ability to work flexible hours to meet requirements of the job and to be on call.
14. Ability/willingness to improve skills of self and staff; to be active professionally.
15. Ability to perform assigned tasks in neat, thorough and timely manner.
16. Ability to lift up to 50 pounds occasionally, 30 pounds regularly.
17. Maintains car in good working order and current auto insurance.
18. Maintains appropriate and required license.

<b>TRAINING AND EXPERIENCE:</b>
Licensed Nurse with a minimum of at least five years in-home health or geriatric nursing in a similar position. Rehabilitative and restorative experience helpful. CPR/First Aid certification.

<b>EDUCATION:</b>
Strong preference for Bachelor's Degree in Nursing from an accredited school of nursing and currently licensed and in good standing.

<b>Salary Status:</b>
Salary Commensurate with Experience. Accommodation provided at site, bonus, meals and medical insurance