**Job description**

**Assisted Living Residence Manager**

**POSITION SUMMARY:**

The Assisted Living Residence (ALR) Manager is responsible for developing, implementing, and maintaining the day-to-day operational programming of Providence Assisted Living Solutions in accordance with State and federal regulations. Responsible for a wide variety of duties and responsibilities, to include:

* pre-admission and admission procedures,
* planning and implementation of care, staff training, discharge and transfer procedures
* providing detailed information and being the liaison between the facility and residents and family members and Executive Director.
* Manage the daily operations of the ALR with minimal supervision and guidance, within the parameters of established budgets, policies and procedures, and in keeping with the philosophy, principles, values, and mission of the organization.
* Supervises and directs the work activity of assigned Resident Associates.
* Creates and maintains a high level of resident and employee satisfaction, and communicates clearly in writing and speech to residents, staff, and trustees.
* Incumbent must be proficient in problem solving and analytical skills, decision making, judgment, maturity, independent thought and action, and must be patient and empathetic with the elderly.
* Adheres to and carries out all operating standards, and maintains confidentiality of all information pertaining to residents, prospective residents, community operations, and personnel.
* Must consider how their decisions impact the overall operation of Providence Assisted Living Solutions, LLC.

**GENERAL REQUIREMENTS:**

Must possess a high degree of interpersonal relationship skills and capability of relating to a variety of people and personalities. Considerable initiative, judgment, and leadership skills are also required. Ability to organize, coordinate and direct staff members in patient care; attention to detail, initiative and judgment in determining needs and nursing service programs for patients; supervisory and leadership ability in personnel administration; tact in dealing with personnel, medical staff, administrative staff and the general public. Must be able to speak, read, write, and follow verbal and written instructions in English. Possess knowledge of State regulations affecting or directing the delivery of Assisted Living Services.

**EDUCATION AND EXPERIENCE: Required:**

High school diploma or equivalent. Previous geriatric experience and previous management experience training staffs comprised of certified and non-certified personnel. Supervisory experience with leading certified and non-certified resident care staffs.

**Preferred:**Experience with hands-on nursing with geriatric residents and with staff scheduling.

**EQUIPMENT AND COMPUTER OPERATIONS:**

**Required:**Must be proficient in the use of computer, to include the Microsoft Office suite of products, and possess general knowledge of various medical and office equipment.

Training will be provided to familiarize incumbent with related equipment to ensure safety and proper operation during use.

**Preferred:**Previous electronic medical record application and use.

**CERTIFICATES, LICENSES AND REGISTRATIONS:**

**Required:**Assisted Living Certification or be currently enrolled in a certification class. Certified Assisted Living Administrator of Texas.

**Preferred:**Ongoing education is encouraged.  
ESSENTIAL DUTIES AND RESPONSIBILITIES:

* Plans, develops, and implements all policies related to ALR operations.
* Partners with other departments to ensure quality of care and services to ALR residents including nutritional services, environmental services, and wellness and life enrichment programs.
* Administers and evaluates pre-admission assessments, coordinates move-ins and orientates new residents to the facility to ensure satisfactory integration into the community.
* Coordinates and monitors the Service Plan process and its completion, as well as the direct care staff abilities to carry out the plan of service.
* Develops, maintains, and audits documentation in resident files reflecting physical and mental condition for accuracy and completeness; reports significant condition changes to the treating physician and responsible party.
* Provides direct care to residents, as needed.
* Promotes the philosophy of Integrity, Passion, Quality Service by ensuring individualized care and quality care services to residents and family members.
* Advises direct care staff and administration of clinical issues that arise.
* Provides leadership, mentoring, guidance, and feedback to staff.
* Provides training, education and support to staff in the appropriate implementation of resident care.
* Provides sufficient training to direct care staff in the use of medical equipment and supplies.
* Motivates and evaluates staff performance and competency.
* Assists in the development and implementation of in-services.
* Provides day-to-day ALR management; responsible for actions of Resident Associates including training and orientation.
* Monitors and maintains an employee schedule sufficiently staffed to meet resident needs.
* Maintains complete and accurate employee Health and Training Files.
* Supervises Resident Associates, including Certified Medication Aides, in daily tasks, and ensures Resident Associates responsible for Medication Supervision are in strict compliance with State regulatory requirements.
* Conducts routine medication passes with the trained staff to ensure competency in Medication Supervision.
* Manages all logistical and pharmacological needs for the ALR to include assisting in the preparation of budgets; monitoring and maintaining supplies and equipment for the direct care of staff and residents; complying with the Providence Assisted Living Solutions, LLC’s purchasing policy; and monitoring the pharmacological aspects, coordinating pharmacy consults and follow-ups, control and accountability of controlled substances, and adherence to all policies and procedures.
* Responsible for maintaining and monitoring infection control policies.
* Investigates resident and employee incidents, identifies safety hazards, and institutes corrective actions in a timely manner; shares responsibility for providing and maintaining an environment conducive to the safety and physical and emotional well-being of residents and employees.
* Makes recommendations on eligibility for continued residency; takes an active role in the continuum of care process at Providence Assisted Living Solutions, LLC’s campus.
* Performs other duties as assigned by Supervisor.

**DIRECT REPORTS:**Assigned Staff.

**INTERNAL CONTROL:**

Within the scope of position duties, responsible for seeing that operations are effective and efficient; assets are safeguarded; and compliance with applicable laws, regulations, policies and procedures. This position will handle confidential information and must treat such with appropriate sensitivity.

**PHYSICAL AND ENVIRONMENTAL DEMANDS:**

Work is performed indoors in a climate- controlled facility. Bending, squatting, and reaching are necessary, as well as occasional lifting and transfer of light loads of less than 30 pounds. Must be able to make regular walking rounds of the facility and have eyesight correctable to 20/20 and hearing within the normal range to be able to quickly and accurately respond and make patient assessments to medical emergencies in work areas. Few environmental hazards present, although the threat of communicable disease exists. Mild cleaning products, waxes, and soaps are used in the immediate area. Mild pesticides are used periodically to control bug infestation.

**WORK SCHEDULE:**

Core work hours are from 8:00AM to 5:00PM however, based on special projects or facility or nursing duty needs, it may require working additional hours to include evenings, weekends, and holidays. Incumbent is on 24-hour call and must carry a cell phone.

**WORK LOCATION:**

Providence Assisted Living Solutions, LLC’s properties are located throughout the Katy-Fulshear and Houston metropolitan areas with one location currently operating with **14 residents**.

**ATTIRE AND DRESS CODE:**

Conservative business attire is appropriate. Employee ID badge or name tag must be worn at all times while on duty. See employee handbook for specific guidelines. It is the intention of Providence Assisted Living Solutions, LLC to ensure that employees possess a neat and professional appearance at all times while on duty.

**RANGE OF PAY:**

Dependent upon qualifications and experience, with the intent to be competitive within the market.

**The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary.**

Job Type: Full-time

Pay: $20.00 - $25.00 per hour

Expected hours: 40 per week

Benefits:

* Dental insurance
* Health insurance
* Life insurance
* Paid time off

Healthcare setting:

* Assisted living facility
* Long term care

Schedule:

* 8 hour shift
* Holidays
* Monday to Friday
* On call
* Weekends as needed

Work Location: In person