



CHELSEA SENIOR LIVING POLICY AND PROCEDURE JOB DESCRIPTION

JOB TITLE: ASSISTED LIVING COORDINATOR

SHIFT: VARIED

REPORTS TO: EXECUTIVE DIRECTOR

GENERAL MISSION OF EACH EMPLOYEE:

Work as a team member with other staff members to consistently maintain a kind, caring and respectful attitude toward residents, resident's families, guests and fellow staff. Be sensitive to the special needs of seniors and demonstrate a genuine caring attitude. Encourage residents' maximum independence, promote residents' freedom of choice and individuality and respect the privacy of all residents.

All shifts and job responsibilities may be subject to flexible schedules to accommodate the needs of the residence on an as-needed basis. This includes the rotational coverage of weekends, holidays and emergencies when the resident care needs dictate staff schedules and duties. Under unusual circumstances employees may be required to directly assist with the provision of care and service to the residents, including, but not limited to, transportation, activities and other non-skilled, non-technical services. All staff members must attend in-service educational sessions and other knowledge, skills and competency developmental opportunities as required.

All staff members are asked to speak only English in all resident and family areas unless interpreting for a resident or family. All staff members will knock first before entering a resident's apartment, unless in an emergency situation. All staff members will consistently apply Universal Precautions and follow all applicable safety standards in the residence.

SUMMARY:

Provides overall leadership and management of the Assisted Living community. Responsible for implementing strategies and systems that benefit the overall quality of the community. Responsible for review of payroll for hourly Health Services Department staff and on-call non-salaried nurse hours. Works closely with the Health Services Director (HSD), Assistant Health Services Director (AHSD), Country Cottage Coordinator, Case Manager (NY) and with each Resident's health care provider(s) and Representative/Family Member. Participates in Manager on Duty Rotation.

DUTIES AND REPONSIBILITIES:

- Responsible for Health Services Department employee recruitment, interviewing, hiring, and onboarding including completion of new hire paperwork
- Responsible for Health Services Department Staffing and scheduling for all three (3) shifts
- Required to take on-call to respond to non-scheduled absences and to arrange for coverage of scheduled and non-scheduled absences (uses agency as a last resort)
- Tracks staff compliance with in-services
- Attends Resident care conferences
- Ensures referrals for specialized skilled care as ordered by Resident's primary care physician (hospice; rehabilitation; psychiatric; psychological, visiting nurse) and/or recommended by HSD
- Develops and maintains special needs lists and tickler files
- Manages Resident medical records (paper and electronic)
- Creates, Updates, Reviews Assignment Sheets and Shower Schedules



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- Works with HSD to manage Health Services Department budget
- Ensures adequate nursing office supplies are always available
- Reviews all incident reports and assists with root cause analysis for all falls/incidents
- Obtains and tracks all PSO Data with the support of HSD/Case Manager and any relevant outside providers
- Performs Quality and Compliance Audits.

QUALIFICATIONS:

The qualifications listed below are representative of the knowledge, skills and/or abilities required to perform the job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:** High school graduate with accounting knowledge, post high school education in bookkeeping/accounting; 3-5 years bookkeeping with computerized payroll experience preferred; some health care experience preferred.
- **Language Skills:** Able to read, analyze and interpret financial reports and effectively explain financial matters to residents, residents' families, vendors, regulatory agencies and staff.
- **Superior Communication Skills:** Able to effectively explain, listen, and empathize when conveying information in a timely and easily understandable manner. Clearly spells out needs and instructions, answers questions thoroughly and thoughtfully. Refers up to HSD, ASHD, Case Manager, and/or Executive Director as appropriate.
- **Mathematical Ability:** Able to work with mathematical concepts such as probability and statistical inference; able to apply concepts such as fractions, percentages, ratios and proportions to practical situations.
- **Reasoning Ability:** Able to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.
- **Physical Demands:** Able to use computer for extended periods of time; able to sit for long periods of time.
- Must have current or be willing to obtain CPR and First Aid certification.

WORK ENVIRONMENT:

The noise level in the work environment is usually moderate. The work area is well lit with good heating and air conditioning. There is prolonged exposure to video display terminals and PC keyboards. The employee may occasionally be exposed to infectious diseases. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Employee's Signature: _____

Date: _____