

**CHELSEA SENIOR LIVING  
POLICIES AND PROCEDURES**

**JOB DESCRIPTION**

---

JOB TITLE: COUNTRY COTTAGE COORDINATOR  
SHIFT: VARIED TIME SCHEDULE  
REPORTS TO: EXECUTIVE DIRECTOR/ DIRECTOR OF HEALTH SERVICES

---

**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, residents' 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. As needed will be required to directly assist with the provision of care and service to the residents. 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:**

Assists the Health Services Director to oversee and coordinate all services for Country Cottage residents and their families. Directs, educates, and empowers Country Cottage staff to emulate the concepts of assisted living. Covers staff shortages in Country Cottage as needed.

**DUTIES AND RESPONSIBILITIES:**

Resident Lifestyle requirements

- Develop weekly calendar of events in coordination with the Assisted Living Lifestyle Director and Crossings Program Coordinator assuring programming that is physically, cognitively, socially and spiritually stimulating, addresses gross and fine motor activity, including humor and memory.
- Engage residents directly in programming throughout the day.
- Design and execute parallel programming to meet the varying needs of residents at different levels of cognitive ability.
- Drive the bus for Cottage resident trips as needed.
- Attend daily staff stand-up and Department Head meetings.
- Conducting periodic apartment checks.

Documentation requirements

- Update resident profiles, daily assignments, laundry and bathing schedule for all residents residing in the Country Cottage as needed.
- Monitor Early Sense
- Ensure Resident demographic information in electronic records is current and accurate. Update as needed.

### Resident Care requirements

- Assists the Health Services Director by supervising Resident Associates in the Country Cottage to assure a high level of resident hygiene and safety.
- Communicates to Health Services Director any Resident status change.
- Attends Resident care conferences including meetings with Hospice team.
- Ensures Resident Diet Board information is current and accurate.
- Ensures Residents' clothing and personal items are labeled.
- Assists with serving meals.
- Assists with personal care on as needed basis.
- Assists with housekeeping concerns as needed.
- Completes monthly wellness checks and oversees weekly weight on all Country Cottage residents.
- Oversees Residents' personal care products: notifies families when resident supplies are low or orders such supplies from vendors.

### Staff Supervision

- Participates in Manager On Duty Rotation.
- Hold staff meetings with Country Cottage staff regularly and on an as needed basis.
- Sets, maintains and communicates standards of performance to staff.
- Covers staff shortages and completes duties in their absence.
- Provides input to employee evaluation.
- Reviews and submits bi-weekly Recreation Assistants' payroll to Business Office Manager on a timely basis.
- Encourages staff participation in Resident activities.
- Interviews, hires, and trains memory care activities staff. Oversees day-to day activities and activities staff schedules.
- Provides appropriate disciplinary action as needed to Resident Attendants in collaboration with the Health Services Director.

### Family Member responsibilities

- Develops and maintains excellent relationships with resident family members.
- Writes and distributes monthly "Cottage Chronicle" newspaper to family members.
- Participates in family meetings and events.
- Facilitates monthly support group meetings.
- Responsible for keeping family members informed of changes, events, or general information through periodic communication.
- Assists Executive Director and Health Services Director in addressing family concerns or questions as appropriate.

### General Responsibilities

- Participates in ongoing process of Quality Improvement to evaluate and improve upon services and standards.
- Attends management/supervisory meetings as required.
- Participates as a member of the Safety Committee
- Maintains confidentiality of residents' information and the Residence.
- Ensures excellent communication exchange with outside vendors.
- Performs any and all duties as assigned.

### **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:** Experience conducting recreational programming with geriatric dementia population.
- **Language Skills:** Able to read, write and interpret common scientific and technical journals and legal documents. Able to respond to common inquiries from residents, residents' families, staff members,

regulatory agencies or members of the community. Able to effectively present information to upper level management, or public groups.

- **Reasoning Ability:** Able to define problems, collect data, establish facts and draw valid conclusions. Able to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- **Physical Demands:** Able to make rounds in the Residence. Able to regularly push, lift and/or move up to 50 pounds while assisting with resident care. Able to see and hear, stoop, bend and reach. Able to smell odors in order to ensure resident safety.
- **Certificates, Licenses, Registrations:** Current CPR certification. CDL license preferred.
- **Computer Skills:** Able to efficiently utilize a computer to meet the documentation requirements stated above.

**WORK ENVIRONMENT:**

The noise level in the work environment is usually moderate. 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: \_\_\_\_\_