



CHELSEA SENIOR LIVING POLICY AND PROCEDURE JOB DESCRIPTION

JOB TITLE	ASSISTANT DIRECTOR OF HEALTH SERVICES
SHIFT	VARIED
REPORTS TO	HEALTH SERVICES 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, 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. On-call coverage as assigned. 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:

Assists the Health Services Director to oversee and coordinate health care and custodial services for all residents. Educates and empowers Health Services Department staff to emulate the concepts of Assisted Living. Supervises Health Services Department staff. Accepts on-call coverage as assigned.

DUTIES AND RESPONSIBILITIES:

- On-Call 24 hours a day for a minimum of seven (7) days per week alternating weekly with Health Services Director and/or non-salaried nurse.
- Conducts initial, re-assessments and change in condition assessments as assigned (including all sub-assessments and self-medication reviews);
- Completes medication reviews for all residents on medication assistance program
- Develops and Updates health care plans as delegated
- Completes Controlled Substance Reviews
- Completes Wellness Checks and initiates needed referrals to respond to findings
- Completes additional monthly and quarterly reviews and checks (e.g.: enabler safety checks, Medication Aide Observations)
- Follows-Up with Wellness Checks for all Residents on the Three (3) Day Log
- Enters Residents onto Three (3) Day Log as indicated
- Updates electronic medical records as indicated and needed
- Assists Health Services Director and Marketing with resident move-in process;



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- Refers to supportive services as indicated and ordered by physician;
- Ongoing monitoring of residents' condition and changes in condition;
- Provides health and wellness education to residents;
- Provides resident care as needed;
- Provides resident medications as needed;
- Follows infection control and universal precautions;
- Follows the reporting chain of command for change in resident condition
- Follows the reporting chain of command for any resident and/or operational occurrences;
- Participates in ongoing process of Quality Improvement to evaluate and improve upon services and standards;
- Updates Daily Census Form;
- Nursing documentation as per policy;
- Assists with vaccine clinics and surveillance testing
- Maintains line lists as delegated
- Provides in-services and training to staff;
- Maintains confidentiality of all residents at all times.
- Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

Directly supervises Health Services Department staff; orients staff; evaluates, assigns and directs department staff tasks. Assists the Health Services Director with disciplinary processes for staff. Provides input to employee evaluation. Provides clinical nursing oversight to the memory care unit.

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: Registered Professional Nursing License (RN) with geriatric nursing experience preferred.
- 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 communicate.
- 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 and/or Executive Director as appropriate.
- Physical Demands: Able to make rounds in the residence. Able to handle small objects while distributing medications. Able to regularly push, lifts 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 Nursing License and Registration.

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: _____