

HALLKEEN ASSISTED LIVING COMMUNITIES

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| <u>Job Title:</u> | Resident Care Director |
| <u>Location:</u> | Prospect House Revere, MA 02151 |
| <u>Hours:</u> | Full-time |

Job Summary

The Resident Care Director is responsible for evaluating and assessing the general Health functioning of all residents, and designing and revises as needed the care plan for each resident. This position ensures compliance with all applicable regulations and standards set forth by Elder Affairs.

Principle Duties and Responsibilities

The following essential functions are the fundamental job duties of the position to be completed with or without appropriate reasonable accommodation.

- Identify and assess the clinical status of potential residents.
- Secure a statement from resident's primary care physician indicating any Physical or emotional limitations, and certify that the resident is appropriate for the community.
- Supervising the medication program and assisting the residents with self-administration of their medication.
- Assist residents with Activities of Daily Living and Independent with Activities of Daily Living as needed.
- Maintain positive relations with residents, families and physicians.
- Report any significant incidents and/or changes in the residents needs to the Executive Director.
- Completion of resident assessments and services plans per EOEA Regulations
- Training of assisted living staff and participates in orientation of new staff.
- Attend and participates in scheduled in-service programs, training programs and staff meetings.
- Maintain scheduling and staffing of Resident Care Assistants
- May perform other duties as assigned.

Minimum Qualifications

- Registered Nurse/Licensed Practical Nurse/Licensed Vocational Nurse with a current license in good standing.
- Certification or licensed per state guidelines.
- Must successfully complete all Hallkeen Management Community specified training programs.
- Able to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Able to deal with problems involving a few concrete variables in standardized situations.
- Able to work various schedules and shifts as needed.

If you are interested in applying please e-mail your resume to Nicole Levesque at nlevesque@hallkeen.com