



GRACE MGMT INC.
A CPF LIVING COMPANY

JOB DESCRIPTION
Grace Management, Inc.

Position: Wellness Director

Reports to: Executive Director

Summary of Duties

The primary responsibility of the Wellness Director is to oversee all aspects of the Wellness Department so that residents receive excellent physical and psychosocial care in a manner that promotes dignity, choice, and individuality. The Wellness Director position reports to the Executive Director.

Essential Functions

- Monitors and assures quality in all aspects of Wellness Program including medication management, provision, and documentation of services, follow-through of physician orders and family/resident requests, assessments, and service plans.
- Hires, supervises, motivates, and evaluates all Wellness Department associates; Plans, schedules and assigns work to Wellness Department associates to ensure coverage on a 24/7 basis; Promotes and facilitates interactive problem solving with associates.
- Serves as a liaison with the hospital personnel, physicians, community organizations, and other health related service agencies to provide care to the residents.
- Maintains professional demeanor at all times when interacting with residents and families; Uses tactful, diplomatic communication techniques in potentially sensitive or emotionally charged situations.
- Conducts pre-occupancy level of care assessments on all potential residents and assures completion of on-going assessments and service plans.
- Directs and supervises medication program, including but not limited to medication administration.
- Ensures all medications have proper orders and labels.
- Provides case management services to residents and coordinates interdisciplinary service plan meetings with residents and families as care needs change.
- Coordinates move-ins and assures timely completion of all required move-in documentation.



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- Investigates and documents resident and associate incidents, identifies safety hazards, and institutes corrective action in a timely manner; Shares in the responsibility for providing and maintaining an environment that is conducive to the safety and physical and emotional well-being of residents and associates.
- Maintains and monitors resident charts to assure necessary care and services are being given and to assure compliance with State regulations.
- Assures follow-up with dietary and pharmacy consultant recommendations.
- Coordinates services with Home Health, Rehab, Lab, Podiatrist, and/or Hospice services as needed.
- Conducts new associate orientation; Coordinates and provides initial and on-going in-service training.
- Understands and uses Centers for Disease Control and Prevention Standard Precautions, OSHA's Occupational Exposure to Bloodborne Pathogens standard, and follows established infection control procedures, hazardous communication, and other safety rules.
- Operates designated medical equipment, copy, scan, fax machines, and telephone.
- Monitors care staff proficiency in caregiving; Completes clinical skills competency evaluations.
- Submits information for the budget; Keeps department expenses within approved budget guidelines.

Non-Essential Functions

- Holds periodic Wellness Department meetings.
- Assists in developing and implementing residence's marketing plan; Will support and aid the marketing efforts by giving tours and conducting assessments on prospective residents in a timely manner.
- Maintains close communication with the Executive Director regarding resident conditions, changes in condition, problems, potential problems or concerns, incidents, and complaints by residents and/or family members.
- Acts as ambassador and public relations representative to guests and other visitors.
- Participates in and supports the resident-centered activity program.
- Functions as a team member in sharing responsibilities for the provision of resident care and services.



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- Demonstrates an appreciation of the heritage, values, and wisdom of the residents and an understanding of the aging process.
- Collaborates with associates in other departments to assure necessary care and services are provided.
- Participates in projects or committees as assigned.
- In the absence of the Executive Director, has overall responsibility for the efficient operation of the residence.
- Performs other duties as requested.

Knowledge, Skills, Abilities, and Experience

- Graduate of accredited school of nursing.
- Must be a licensed nurse in state where you work.
- Minimum of two years nursing experience.
- Ability to read and write in English.
- Experience in an Assisted Living setting preferred.
- Dementia care experience preferred.
- Must possess a high degree of interpersonal skills and capability of relating to a variety of people and personalities; Considerable initiative, judgment, and leadership skill are also required.
- Must possess strong organizational and time-management skills.
- Be in good physical health and free of communicable diseases; Lifting, bending, and pushing medication cart about residence is required; Must be able to lift 40 pounds.
- Completion of drug testing and criminal background check upon hire and upon request of supervisor.