



GRACE MGMT INC.  
A CPF LIVING COMPANY

## JOB DESCRIPTION

### Grace Management, Inc.

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**Position:** Wellness Director

**Reports to:** Executive Director

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#### 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. May provide support to the wellness department by serving on-call for staffing assignments and questions.
- 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 evaluations on all potential residents and assures completion of on-going evaluations 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 an 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.
- 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.



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- Performs other duties as requested.

### **Knowledge, Skills, Abilities, and Experience**

- Graduate of accredited school of nursing preferred. Minimum certification to administer medications.
- Must be a licensed nurse or certified to administer medications in the state where you work.
- Minimum of two years experience in senior housing.
- Ability to read, write, and speak 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.