GRACE MGMT INC.
A CPF LIVING COMPANY

JOB DESCRIPTION

Grace Management, Inc.

Position: Regional Director of Clinical Services

Reports to: National Director of Clinical Operations

Summary of Duties

The primary responsibility of the Regional Director of Clinical Operations (RDCO) is to support communities in their efforts to implement and execute company-wide strategy for resident care, clinical service delivery, and clinical regulatory compliance in independent living, assisted living, and memory care environments across multiple states. Ensures clinical excellence as the standard, where outcomes and accountability are paramount. Must desire to work with seniors.

Essential Functions

- Demonstrates support of the corporate mission (by actions and attitude), policies and procedures and assures consistent compliance.
- Works collaboratively with corporate and community team members to implement priorities and goals on a community-by-community basis to address resident needs in specific markets.
- Effectively assists in providing leadership, support, and direction to Wellness Directors throughout the Region the RDCO serves, as well as within the organization.
- Develop and monitor performance/outcome standards including care metrics for all areas of the clinical functions across the company to ensure optimal outcomes.
- Establishes goals consistent with corporate goals and objectives.
- Monitors community practices to maintain and promote the protection of resident's rights.
- Reviews resident, family, and staff needs, and recommends plans for the provision of resident care and delivery of all clinical services and programs.
- Provides on-going in-service education related to new protocols and guidelines for resident care and maintains regulatory compliance either personally or through external training.
- Assists in addressing and resolving violations identified by staff or state regulators including developing and implementing action plans, plans of correction, and new policies and procedures.

- Performs regular audits to ensure all communities are meeting all state standards and regulatory requirements.
- Creates, communicates, and monitors the implementation of current policies and procedures and participates in policy, procedural, and form development.
- Maintains current knowledge of state and local regulations as well knowledge of the Assisted Living Industry, including current trends and best practices.
- Monitor and manage the potential for safe practices to avoid and eliminate risks and liability.
- Ensure HIPAA compliance with resident and employee information.

Non-Essential Functions

- Holds periodic calls/webinars with Wellness Directors.
- 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.
- Performs other duties as requested.

Knowledge, Skills, Abilities, and Experience

- RN preferred, LPN minimum licensure.
- Must possess a current, unencumbered active license to practice as an RN.
- Must maintain valid Continuing Education credits as required by the state.
- Valid Driver's License and a driving record that meets the requirements of our insurance carrier.
- Ability to accomplish goals and tasks by motivating others.
- Computer proficiency with electronic medical records, Microsoft Office, and the ability to learn new applications.
- Solid ability to interact and build relationships.
- Excellent communication and customer service skills.
- Demonstrate competence in oral and written communication.
- Must be organized, attentive to detail, and possess a positive, friendly, and professional demeanor.
- 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.
- Must be flexible with changing priorities and able to communicate in a diplomatic and professional manner.
- Must be able to travel regularly and overnight.
- 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.
- Pre-employment background check and drug screen required.