



GRACE MGMT INC.
A CPF LIVING COMPANY

JOB DESCRIPTION

Grace Management, Inc.

Position: Clinical and Quality Assurance Specialist

Reports to: National Director of Clinical Operations

Summary of Duties

The primary responsibility of the Clinical and Quality Assurance Specialist 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 Assisted Living and Memory Care communities across multiple states. May direct the Assisted Living and/or Memory Care Clinical program or may serve as an interim Wellness Director during an extended absence of a Community Wellness Director. Will support the training and development of new Wellness Directors and Village Program Nurse Managers. Ensures clinical excellence as the standard, where outcomes and accountability are paramount. Must desire to work with seniors.

Essential Functions

Supports the delivery of care for Assisted Living/Memory Care residents to ensure that emotional, physical, psychological and safety needs are met through all program services and activities.

- Work with residents, families and Community leadership to ensure that residents are at appropriate levels of care.
- Monitor documentation systems to ensure that all regulatory timeframes for review of evaluation and service plans are met and that resident needs are met.
- Review and monitor survey readiness binder and verify that the Community is in compliance to meet the state's regulatory requirements.
- Complete mock surveys and inspect clinical documentation and records as requested.
- Conduct evaluations of potential residents for Assisted Living/Memory Care level of care.
- Assist with training and onboarding of new Wellness Directors and Community Team members as requested.



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- Plan and schedule associate training programs and in-services for the Assisted Living/Memory Care associates as indicated.
- Assist with the oversight of clinical operations of communities.
- Work closely with the operations and wellness associates within the communities.
- Ensure care provided to residents meets and/or exceeds operational standards and is in compliance with state and federal regulations.
- Demonstrates an appreciation of the heritage, values and wisdom of the residents, and an understanding of the aging process.

Non-Essential Functions

- 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

- Must possess a current, unencumbered active license to practice as an LPN or RN.
- Must possess or be willing to obtain within 60 days of employment a compact multistate license.
- Must maintain valid Continuing Education credits as required by the state of licensure.
- 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.
- Must have 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.



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- 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.
- Knowledge of Grace Management clinical systems is preferred, but not required to be a candidate for this position.