

Director of Assisted Living & Early Memory Support

Statement of Purpose: The Director of Assisted Living and Early Memory Support is responsible for the day-to-day administration of Plaza View Assisted Living and Virginia G. Piper Residences (Memory Support). You will be an energetic, strong critical thinker and inspirational leader who is especially focused on radical hospitality, providing high-quality care, and ensuring the program is consistent with the Mission, Vision, and Core Values of Beatitudes Campus.

Major Tasks, Duties, and Responsibilities:

Responsible for the overall operation of the program in accordance with applicable local, state, and federal regulations.

Creates and implements approaches and service plans to maintain or enhance resident independence and resident satisfaction.

Ensures the quality of care and customer service delivered is of the highest level.

Develops and maintains an effective communication relationship with residents, families, and team members.

Develops, establishes, and maintains resident census at optimal levels and creates and adheres to program budget.

Leads, manages, and supervises program employees, ensuring continuity and consistency in delivery and quality of service.

Makes routine rounds to ensure that the environment is being maintained in a safe fashion, systems are in place, and all are receiving appropriate service and supervision.

Investigates and documents resident and employee incidents, identifies any safety hazards, and institutes corrective action in a timely manner.

Coordinates residents' admissions and discharges. Assists with the completion of the resident assessment/reassessment and service plans in conjunction with the resident, residents' family, and M.D.

Assure that residents' rights to fair and equitable treatment, self-determination, individuality, privacy, property, and civil rights, including the right to file a complaint are upheld.

Adheres to and promotes Comfort Matters policies, procedures, and competencies for people with dementia. (See Comfort Matters Administrator Competency)

Participates in and supports quality assurance/continuous quality improvement programs and processes.

Serves on standing and ad hoc work teams/committees as required.

Attends all mandatory in-services as directed.

Consistently maintains complete confidentiality of all medical, financial, employee, computer, or other sensitive material which may jeopardize the privacy of others.

Demonstrates orientation towards excellent customer service in all interactions by conducting oneself in a cooperative, courteous, positive, and professional manner. Displays sensitivity and awareness of others. Follow through with established expectations and keeps customers informed of progress.

Supports, maintains, and promotes Beatitudes' Mission Statement.

Performs other duties as requested or assigned.

Education and Experience:

BA, BS, or equivalent

5 years of assisted living and 2+ years of memory care experience preferred

Current Certification as Assisted Living Facility Manager in good standing in the state of Arizona

Important Notes:

Beatitudes Campus is an Equal Opportunity Employer that recruits and hires qualified candidates without regard to race, religion, sex, sexual orientation, age, national origin, ancestry, citizenship, disability, or veteran status.

Please Be Advised: Background checks, reference checks, TB testing, Covid vaccination/exemption requirements, and drug and alcohol screenings are part of the hiring process at Beatitudes Campus. Felony convictions should be disclosed, but will not necessarily bar a candidate from employment.

Job Salary: \$90,000/Annual

Job Type: Full-time salary position with full benefits

