

Upscale North Valley Retirement Community seeking experienced Director of Assisted Living and Wellness. This position is responsible for planning, organizing, directing, staffing and controlling resources for the efficient and quality operation of the Assisted Living & Wellness departments. The candidate identifies and monitors health problems of residents through Assisted Living and Wellness staff and assists in directing staff toward proper intervention to resolve health problems.

Minimum Training and Qualifications:

Must have current AZ Assisted Living Management Certification CPR Certification, First Aid Certification; one to two years of related experience required. Must include supervisory experience; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

License Practical Nurse or Registered Nurse Preferred

Reply with resume to autan@abhow.com

No Phone Calls Please

ESSENTIAL FUNCTIONS

- Provides leadership for all Assisted Living and Wellness staff including developing systems, instructing, assigning and reviewing work, planning, maintaining standards, acting on employee problems, recommending discipline when needed, promoting staff development and motivation, providing guidance and assuring employee performance evaluations;
- Develops, maintains, reviews and updates departmental policies, procedures and employee job descriptions;
- Assures that the Assisted Living and Wellness philosophy, policies and procedures are followed, and the intent of the State and Federal regulations are carried out;
- In conjunction with the Director of Health Services, Assisted Living staff and Wellness staff, oversees, monitors and checks on the health needs and care of residents to assure the highest quality of care;
- Assures that residents are living at the appropriate level and facilitates transfers when appropriate; Assisted Living Residents;
- Creates and monitors systems to ensure new residents are welcomed and properly oriented to their new homes; assures comfort and adjustment upon admission; addresses issues of concern of residents and family members;
- Ensures effective systems are in place to monitor daily hours worked and assure compliance with budgeted hours and earnings; ensures control of overtime hours;
- Develops, monitors and operates the department expense budget within budgetary guidelines;
- Develops and organizes community wellness programs in coordination with others; Contacts speakers for wellness;

- Assists with coordination of return of residents to Assisted Living from area hospitals or other alternate care facilities;
- Participates in departmental staff meetings, Resident Review meetings, etc.;
- Adheres to HIPAA privacy rules and company policies, procedures and practices which require that resident-identifiable health information will only be used to perform the essential functions of this job.
- Attends and actively participates in in-service training workshops and meetings as required;
- Maintains strict confidentiality of information related to residents and staff members;
- Conducts work tasks safely and in compliance with the facility safety program;
- Provides effective and courteous service to all residents, guests and co-workers;
- Promotes and protects the rights of each resident;
- Performs other related work as required.

Thank you for applying for the Director of Assisted Living and Wellness position. We are pleased that you would like to work with us and we would like to express our sincere appreciation for your interest in employment at The Terraces of Phoenix. Unfortunately, due to the volume of applications submitted we are unable to give application status updates. Selected qualified candidates who meet the qualifications for the position will be contacted by the hiring manager for an interview.

Regards,

Human Resources