



Job Description

Job Title: Memory Care Manager

Department: Clinical

Reports To: Director of Nursing

SUMMARY:

Develop, Implement, and maintain the Memory Care Unit through continuous improvement of services provided. Relationships with residents, family, community, and the residence as a whole are emphasized. Maintains program within budgetary mandates including census building. Assure staff satisfaction and development. Complies with Florida regulations and standards and maintains a good working relationship with the Agency inspector.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

- 1) Develops a therapeutic environment for residents with Alzheimer and other forms of Dementia.
 - a. Plans and organizes daily program.
 - b. Develops a program that provides safety and stimulation.
 - c. Leads daily care giving and program.
 - d. Maintains residence standards.
- 2) Assists with providing staff with the appropriate training and support to address the emphasis of the program.
 - a. Assures staff orientation and annual training.
 - b. Provides support, direction, feedback and training for staff members when necessary.
 - c. Delegates responsibilities to staff with clear definition of expectations.
 - d. Schedules, hires, disciplines/terminates, supervise Memory Care staff in coordination with the Director of Nursing.
- 3) Coordinates staffing and responsibilities to meet the needs of the residence as a whole. Assures quality of services through a continuous Quality Assurance and Improvement Program.
 - a. Evaluates the program utilizing quality assurance tools and customer and staff feedback instruments.
 - b. Improves the program through problem solving, program development, and refinement.
 - c. Maintains the residence standards as directed by the Director of Nursing and the Executive Director.
 - d. Communicates needs and improvement to staff.
- 4) Provides quality care for residents to address medical needs.
 - a. Assures State of Florida Form 1823 is accurate and assessment is completed prior to admission.
 - b. Performs Individual Service Plans (ISP) on each resident to correspond to the needs as outlined in the 1823.
 - c. Facilitates a pro-active problem solving approach to challenging Resident behaviors.
 - d. Communicates with family and physician to assure wellness.

- 5) Maintains program within financial guidelines.
 - a. Maintains budget for Memory Care as directed by the residence's budget and approved by the corporate office.
 - b. Supports and actively participates in the residence marketing incentives.
 - c. Assures Resident and Family satisfaction as a means to develop family source of referrals.
 - d. Remain abreast of Community developments and activities with care of Alzheimer and dementia issues and participates with community incentives toward public education, fundraising, and assistance.
- 6) Supports Resident dignity and rights.
 - a. Assures that Resident Rights are respected for all residents and that these rights are reviewed annually.
 - b. Mandates staff to abide by strict standards to assure Resident Confidentiality.
 - c. Assures that each Resident and their families are treated with respect and dignity.
- 7) Provides concise and accurate documentation
 - a. Reviews the 1823 for accuracy and ensures it addresses resident medical and behavioral needs.
 - b. Assures accurate documentation in medication administration and documentation of physician orders.
 - c. Provides a concise, accurate, and complete medical chart complying with DSS and residence standards.
 - d. Documents staffing and human resource issues and immediately reports to the Resident Services Director.
- 8) Provides an atmosphere to assure staff satisfaction.
 - a. Addresses staff concerns and questions in a timely manner.
 - b. Supports residence Administrative Staff and all Department Directors.
 - c. Uses problem solving skills and creativity to provide a good work environment in coordination with Director of Nursing
 - d. Serves as a team player and leads through example.

COMPANY WIDE RESPONSIBILITIES:

Supports a dignified and caring atmosphere with residents, residents' families, visitors and staff.

Protects privacy and confidentiality of information pertaining to the resident, employee, residence, company information and records.

Maintains a safe and secure working environment and practices safe working habits. Complies with the attendance policy.

Maintains neat appearance, good personal hygiene, and appropriate attire. Participates in training, in services, and attends meetings as required.

Assists with special projects as assigned and performs other related duties.

SUPERVISORY RESPONSIBILITIES:

Caregivers and Nursing Staff.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

The completion a credited nursing program with current license or certification. LPN certification required. CPR certification. Five years clinical experience in a geriatric population. Supervisor experience preferred.

LANGUAGE SKILLS:

Ability to read and interpret company policy and procedures manuals, operations manuals, reports, and governmental rules and regulations. Ability to write clear correspondence and reports. Communicates instructions and directions in a way, which assures understanding. Able to speak in a one-on-one or group situation. Able to communicate with an elderly population.

MATHEMATICAL SKILLS:

Ability to add subtracts, multiply, and divide 4 digit numbers. Ability to use mathematical skill to perform budget analysis, review and control. Competent in liquid measurement and the metric scale.

REASONING ABILITY:

Able to identify problems, collect data and use this information to solve identified problems. Uses common sense skills in solving complex situations. Make quick and appropriate judgments in emergent situation.

CERTIFICATES. LICENSES. REGISTRATIONS:

Nursing certification or license required. LPN required. Experience in working with ADRD Resident population with additional training or course study in geriatrics.

The above statements along with the Physical Demands are intended to describe the general nature and level of work performed. They are not intended to be construed, as an exhausted list of responsibilities, duties and skills required of personnel so classified. I also attest that I have received a copy of this job description and that the job duties required have been explained to me.

(Signature)

(Date)