



Appendix L – Job Descriptions

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Accountant Job Description

Description

Position: Accountant

Reports to: Administrator / Management

Position Summary

- Provides financial information to management by researching and analyzing accounting data; preparing reports. Prepares asset, liability, and capital account entries by compiling and analyzing account information. Documents financial transactions by entering account information.
-

Duties & Tasks

- Provides financial information to management by researching and analyzing accounting data; preparing reports.
 - Prepares asset, liability, and capital account entries by compiling and analyzing account information.
 - Documents financial transactions by entering account information.
 - Recommends financial actions by analyzing accounting options.
 - Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
 - Substantiates financial transactions by auditing documents.
 - Maintains accounting controls by preparing and recommending policies and procedures.
 - Guides accounting clerical staff by coordinating activities and answering questions.
 - Reconciles financial discrepancies by collecting and analyzing account information.
 - Secures financial information by completing database backups.
 - Maintains financial security by following internal controls.
 - Prepares payments by verifying documentation, and requesting disbursements.
 - Answers accounting procedure questions by researching and interpreting accounting policy and regulations.
 - Complies with federal, state, and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions.
 - Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
 - Maintains customer confidence and protects operations by keeping financial information confidential.
-

Qualifications

- Accounting
 - Corporate Finance
 - Reporting Skills
 - Attention to Detail
 - Deadline-Oriented
 - Reporting Research Results
 - Confidentiality
 - Time Management
 - Data Entry Management
 - General Math Skills
-

Education, Experience, and Licensing Requirements:

- Bachelor's or master's degree in tax, accounting, or finance
 - Minimum 5-10 years' experience in accounting/finance
 - Experience with financial reporting requirements
 - Experience in working with multiple legal entities under different legal umbrellas
-

Cultural Responsibilities

Organizing, Planning, & Decision Making

- Anticipates and systematically analyze problems and opportunities.
- Identifies key tasks and critical sequential steps.
- Establishes priorities, schedules, and contingency plans.
- Analyzes reasonable alternatives and takes actions in a timely manner.
- Efficiently allocates and manages resources.
- Demonstrates sound judgment.

Enterpriser

- Ability to originate, develop and improve methods.
- A self-starter who seizes opportunity to take constructive action without being directed to do so.

Efficiency

- Demonstrates high level of contribution in accuracy, quality, completeness and volume of work.
- Concentrates on important aspects of task objectives.

Eminence & Customer Service

- Assures that internal and external customer expectations are identified and requirements are documented.
- Measures performance and makes necessary improvements.
- Proposes ways to continually improve quality performance.

Professional Knowledge & Skills

- Possesses required knowledge and skills in functional field.
- Demonstrates ability to effectively apply knowledge in accomplishing task objectives.

Communication

- Expresses ideas clearly both verbally and in writing.
- Answers and asks questions skillfully.
- Provides information to subordinates effectively.
- Effective listener.

Principles & Integrity

- Complies with policies, regulations and codes of conduct governing all aspects of job responsibilities.
- Deals with others openly and in a straightforward manner.
- Protects confidential/proprietary information.
- Takes responsibility for own actions and follows through on commitments.

Teamwork & Involvement

- Involves and supports others to get the job done.
- Solicits and provides constructive feedback and exchanges viewpoints openly and honestly.
- Shares relevant information freely and informs others on a timely basis.

Interpersonal Skills

- Exercises tact, courtesy and flexibility in relationships with others.
- Recognizes and deals effectively with interpersonal problems that inhibit task accomplishment.
- Gives and takes criticism constructively.
- Maintains composure under pressure.

Adaptability

- Performs within established policies and procedures.
- Adjusts to change in new tasks and priorities. Is open-minded and tries to understand others' points of view, and seeks, accepts and acts on feedback.

Policy Sustenance

- Supports and effectively carries out company policies and programs including company objectives and human resources policies.
- Effects progress toward achieving the Affirmative Action goals of the company

Recruitment/Development of Employees

- Demonstrates effectiveness in staffing selection.
- Provides opportunities for employees to develop and constructively evaluate their performance appraisals.
- Rewards good performance and addresses poor performers.

Leadership, Efficacy, & Inclusive Management

- Achieves creativity, productivity and cooperative teamwork among employees.
- Encourages and utilizes subordinate inputs and suggestions.
- Effectively utilizes resources to achieve maximum efficiency of operation.

Budget & Schedule Management

- Achieves desired results on schedule and within constraints of budget.
- Monitors and controls task progress and takes prompt remedial action when costs or schedules vary from plans.

Working Environment

- Work may be performed both inside and outside in all areas of the community and in all weather conditions.
 - Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
 - Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
 - Work in clean and comfortable office environments.
-

Additional Information

- Employee will be required to respond to emergency drills.
 - Take business calls at all times when on designated call.
-

Additional Skills

- Computer operation, writing, speaking, reading the English language.
 - Ability to add, subtract, multiply and divide.
 - CPR and First Aid certifications are required.
-

_ By signing this job description, I certify that I have read the above job description and fully understand the conditions set forth therein, and as a senior resident services advocate, I will perform these duties to the best of my ability. _

Agreement

BY SIGNING THIS JOB DESCRIPTION, I CERTIFY THAT I HAVE READ THE ABOVE JOB DESCRIPTION AND FULLY UNDERSTAND THE CONDITIONS SET FORTH THEREIN, AND I WILL PERFORM THESE DUTIES TO THE BEST OF MY ABILITY.

Employee Signature

Sign Here

Activities Assistant Job Description

Description

Reports to: Activities Director

Position Summary

- The Activities Director will possess all skills and knowledge necessary to professionally coordinate and communicate all health care services for all the residents.
- They will be responsible to build and maintain a positive attitude within the work place, assist in development of the "Team Approach" in dealing with day to day activities and implementation of Maple Springs of Wasilla policies.
- Must be able to communicate well with co-workers, helping to identify and solve problems.
- Must display a commitment to and be responsive to the needs of all other residences.
- Plans, organizes, and directs or carries out a program of activities, which will provide entertainment, intercommunication, exercise, relaxation, opportunity to express creative talent, and fulfill basic psychological, social, and spiritual needs for the residents at Maple Springs of Wasilla.
- Be available to all residents as requested by the residents' physicians, subject to their written restrictions and limitations.

Duties & Tasks

- Under supervision of Director, ensure support activities are directed at priority areas.
- Must be able to manage, organize and utilize time effectively.
- Carries out Maple Springs of Wasilla's policies and procedures.
- Directs, supervises and monitors the health and well being of all residents.
- Initiates and promotes activities both within and outside the facility to stimulate and promote resident interest, communication and general well being.
- Encourages hobbies and provide materials and supplies in keeping with each resident's financial status and department budget. - Encourages, Instructs and supervises craft activities among residents, in groups or individually, in recreational areas or in residents' rooms.
- Complies with safety regulations and policies.
- Plans parties, provides games, and encourages residents to assist in the planning, such as making table decorations, wrapping gifts, trimming room or area, and other similar activities.
- Encourages residents to participate in religious activities to fulfill their basic spiritual needs, through visits with local ministers, attendance at religious services whenever possible, spiritual reading material, and others.

- Encourages intellectual / educational development through literature, lectures, movies, cultural events, and other activities available in the community.
- Visits bed-bound residents, writes letters for them, runs errands. This may include assisting residents to church services, appointments, etc.
- Is responsible for the smooth operation of the resident council and its documentation.
- Will contact relatives at residents' request and may act as liaison with relatives.
- Requisitions, and upon approval of Director, purchases supplies, equipment, and materials to carry out programs.
- Is responsible for appearance of work area.
- Must be familiar with OSHA Blood-borne Pathogen Standard and Maple Springs of Wasilla's Exposure Control policy.
- Must maintain documentation of activities to meet all state and federal requirements.
- Create, maintain and manage volunteer groups.
- Perform other duties as directed by the Activities Coordinator..
- Works with little supervision
- Performs other duties as assigned.
- Attends conferences and attends/plan in service as required.
- Organizes time effectively to complete necessary tasks.
- Willing to work flexible hours to meet requirements of the job.
- Maintains CPR & First Aid Certifications.

Physical Effort

- The physical demands described here are representatives of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.
- While performing the duties of this job, the employee is frequently required to stand, sit, use hands to finger, handle or feel, and talk or hear.
- The employee is occasionally required to reach with hands and arms.
- The employee must frequently lift or move up to 25 lbs. and occasionally lift or move up to 50 lbs.
- Specific vision abilities required by this job include close vision, peripheral vision, and ability to focus.

Cultural Responsibilities

Organizing, Planning, & Decision Making

- Anticipates and systematically analyze problems and opportunities.
- Identifies key tasks and critical sequential steps.
- Establishes priorities, schedules, and contingency plans.

- Analyzes reasonable alternatives and takes actions in a timely manner.
- Efficiently allocates and manages resources.
- Demonstrates sound judgment.

Enterpriser

- Ability to originate, develop and improve methods.
- A self-starter who seizes opportunity to take constructive action without being directed to do so.

Efficiency

- Demonstrates high level of contribution in accuracy, quality, completeness and volume of work.
- Concentrates on important aspects of task objectives.

Eminence & Customer Service

- Assures that internal and external customer expectations are identified and requirements are documented.
- Measures performance and makes necessary improvements.
- Proposes ways to continually improve quality performance.

Professional Knowledge & Skills

- Possesses required knowledge and skills in functional field.
- Demonstrates ability to effectively apply knowledge in accomplishing task objectives.

Communication

- Expresses ideas clearly both verbally and in writing.
- Answers and asks questions skillfully.
- Provides information to subordinates effectively.
- Effective listener.

Principles & Integrity

- Complies with policies, regulations and codes of conduct governing all aspects of job responsibilities.
- Deals with others openly and in a straightforward manner.
- Protects confidential/proprietary information.

- Takes responsibility for own actions and follows through on commitments.

Teamwork & Involvement

- Involves and supports others to get the job done.
- Solicits and provides constructive feedback and exchanges viewpoints openly and honestly.
- Shares relevant information freely and informs others on a timely basis.

Interpersonal Skills

- Exercises tact, courtesy and flexibility in relationships with others.
- Recognizes and deals effectively with interpersonal problems that inhibit task accomplishment.
- Gives and takes criticism constructively.
- Maintains composure under pressure.

Adaptability

- Performs within established policies and procedures.
- Adjusts to change in new tasks and priorities. Is open-minded and tries to understand others' points of view, and seeks, accepts and acts on feedback.

Policy Sustenance

- Supports and effectively carries out company policies and programs including company objectives and human resources policies.
- Effects progress toward achieving the Affirmative Action goals of the company

Recruitment/Development of Employees

- Demonstrates effectiveness in staffing selection.
- Provides opportunities for employees to develop and constructively evaluate their performance appraisals.
- Rewards good performance and addresses poor performers.

Leadership, Efficacy, & Inclusive Management

- Achieves creativity, productivity and cooperative teamwork among employees.
- Encourages and utilizes subordinate inputs and suggestions.

- Effectively utilizes resources to achieve maximum efficiency of operation.

Budget & Schedule Management

- Achieves desired results on schedule and within constraints of budget.
- Monitors and controls task progress and takes prompt remedial action when costs or schedules vary from plans.

Working Environment

- Work may be performed both inside and outside in all areas of the community and in all weather conditions.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Work in clean and comfortable office environments.

Additional Information

- Employee will be required to respond to emergency drills.
- Take business calls at all times when on designated call.

Additional Skills

- Computer operation, writing, speaking, reading the English language.
- Ability to add, subtract, multiply and divide.
- CPR and First Aid certifications are required.

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Employee Signature

Sign Here

Activities Director Job Description

Description

Position Summary

- The Activities Coordinator will possess all skills and knowledge necessary to professionally coordinate and communicate all health care services for all the residents.
- They will be responsible to build and maintain a positive attitude within the work place, assist in development of the "Team Approach" in dealing with day to day activities and implementation of Maple Springs of Wasilla (SNF) policies.
- Must be able to communicate well with co-workers, helping to identify and solve problems.
- Must display a commitment to and be responsive to the needs of all other residences.
- Plans, organizes, and directs or carries out a program of activities, which will provide entertainment, intercommunication, exercise, relaxation, opportunity to express creative talent, and fulfill basic psychological, social, and spiritual needs for the residents at Maple Springs of Wasilla (SNF).
- Be available to all residents as requested by the residents' physicians, subject to their written restrictions and limitations.

Duties & Tasks

- Under supervision of Director, ensure support activities are directed at priority areas.
- Must be able to manage, organize and utilize time effectively.
- Carries out Maple Springs of Wasilla (SNF)'s policies and procedures.
- Directs, supervises and monitors the health and well being of all residents.
- Initiates and promotes activities both within and outside the facility to stimulate and promote resident interest, communication and general well being.
- Encourages hobbies and provide materials and supplies in keeping with each resident's financial status and department budget. - Encourages, Instructs and supervises craft activities among residents, in groups or individually, in recreational areas or in residents' rooms.
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- Visits bed-bound residents, writes letters for them, runs errands. This may include assisting residents to

church services, appointments, etc.

- Is responsible for the smooth operation of the resident council and its documentation.
- Will contact relatives at residents' request and may act as liaison with relatives.
- Requisitions, and upon approval of Director, purchases supplies, equipment, and materials to carry out programs.
- Is responsible for appearance of work area.
- Must be familiar with OSHA Blood-borne Pathogen Standard and Maple Springs of Wasilla (SNF)'s Exposure Control policy.
- Must maintain documentation of activities to meet all state and federal requirements.
- Create, maintain and manage volunteer groups.
- Perform other duties as directed by the Activities Coordinator..
- Works with little supervision
- Performs other duties as assigned.
- Attends conferences and attends/plan in service as required.
- Organizes time effectively to complete necessary tasks.
- Willing to work flexible hours to meet requirements of the job.
- Maintains CPR & First Aid Certifications.

Physical Effort

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Cultural Responsibilities

Organizing, Planning, & Decision Making

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Efficiency

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Eminence & Customer Service

- Assures that internal and external customer expectations are identified and requirements are documented.
- Measures performance and makes necessary improvements.
- Proposes ways to continually improve quality performance.

Professional Knowledge & Skills

- Possesses required knowledge and skills in functional field.
- Demonstrates ability to effectively apply knowledge in accomplishing task objectives.

Communication

- Expresses ideas clearly both verbally and in writing.
- Answers and asks questions skillfully.
- Provides information to subordinates effectively.
- Effective listener.

Principles & Integrity

- Complies with policies, regulations and codes of conduct governing all aspects of job responsibilities.
- Deals with others openly and in a straightforward manner.
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Teamwork & Involvement

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Interpersonal Skills

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Adaptability

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Policy Sustenance

- Supports and effectively carries out company policies and programs including company objectives and human resources policies.
- Effects progress toward achieving the Affirmative Action goals of the company

Recruitment/Development of Employees

- Demonstrates effectiveness in staffing selection.
- Provides opportunities for employees to develop and constructively evaluate their performance appraisals.
- Rewards good performance and addresses poor performers.

Leadership, Efficacy, & Inclusive Management

- Achieves creativity, productivity and cooperative teamwork among employees.
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Budget & Schedule Management

- Achieves desired results on schedule and within constraints of budget.
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Working Environment

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- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Work in clean and comfortable office environments.

Additional Information

- Employee will be required to respond to emergency drills.
- Take business calls at all times when on designated call.

Additional Skills

- Computer operation, writing, speaking, reading the English language.
- Ability to add, subtract, multiply and divide.
- CPR and First Aid certifications are required.

Agreement

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Employee Signature

Sign Here

Administrative Assistant Job Description

Description

Position: Administrative Assistant

Reports to: Administrator

Position Summary

- Administrative Assistant will perform a variety of administrative and clerical tasks. Duties of the Administrative Assistant include providing support to our managers and employees, assisting in daily office needs and managing our company's general administrative activities.
-

Duties & Tasks

- Answer and direct phone calls
 - Organize and schedule appointments
 - Plan meetings and take detailed minutes
 - Write and distribute email, correspondence memos, letters, faxes and forms
 - Assist in the preparation of regularly scheduled reports
 - Develop and maintain a filing system
 - Update and maintain office policies and procedures
 - Order office supplies and research new deals and suppliers
 - Maintain contact lists
 - Book travel arrangements
 - Submit and reconcile expense reports
 - Provide general support to visitors
 - Act as the point of contact for internal and external clients
 - Help with Activities in the company, including assisting residents to/from their rooms.
-

Qualifications

- Proven experience as an administrative assistant, virtual assistant or office admin assistant
- Knowledge of office management systems and procedures
- Working knowledge of office equipment, like printers and fax machines
- Proficiency in MS Office (MS Excel and MS PowerPoint, in particular)
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multi-task
- High School degree; additional qualification as an Administrative assistant or Secretary will be a plus

Cultural Responsibilities

Organizing, Planning, & Decision Making

- Anticipates and systematically analyze problems and opportunities.
- Identifies key tasks and critical sequential steps.
- Establishes priorities, schedules, and contingency plans.
- Analyzes reasonable alternatives and takes actions in a timely manner.
- Efficiently allocates and manages resources.
- Demonstrates sound judgment.

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Eminence & Customer Service

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- Measures performance and makes necessary improvements.
- Proposes ways to continually improve quality performance.

Professional Knowledge & Skills

- Possesses required knowledge and skills in functional field.
- Demonstrates ability to effectively apply knowledge in accomplishing task objectives.

Communication

- Expresses ideas clearly both verbally and in writing.
- Answers and asks questions skillfully.
- Provides information to subordinates effectively.
- Effective listener.

Principles & Integrity

- Complies with policies, regulations and codes of conduct governing all aspects of job responsibilities.
- Deals with others openly and in a straightforward manner.
- Protects confidential/proprietary information.
- Takes responsibility for own actions and follows through on commitments.

Teamwork & Involvement

- Involves and supports others to get the job done.
- Solicits and provides constructive feedback and exchanges viewpoints openly and honestly.
- Shares relevant information freely and informs others on a timely basis.

Interpersonal Skills

- Exercises tact, courtesy and flexibility in relationships with others.
- Recognizes and deals effectively with interpersonal problems that inhibit task accomplishment.
- Gives and takes criticism constructively.
- Maintains composure under pressure.

Adaptability

- Performs within established policies and procedures.
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Policy Sustenance

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Recruitment/Development of Employees

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Leadership, Efficacy, & Inclusive Management

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Budget & Schedule Management

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- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Work in clean and comfortable office environments.

Additional Information

- Employee will be required to respond to emergency drills.
- Take business calls at all times when on designated call.

Additional Skills

- Computer operation, writing, speaking, reading the English language.
- Ability to add, subtract, multiply and divide.

- CPR and First Aid certifications are required.

BY SIGNING THIS JOB DESCRIPTION, I CERTIFY THAT I HAVE READ THE ABOVE JOB DESCRIPTION AND FULLY UNDERSTAND THE CONDITIONS SET FORTH THEREIN, AND AS A SENIOR RESIDENT SERVICES ADVOCATE, I WILL PERFORM THESE DUTIES TO THE BEST OF MY ABILITY.

Agreement

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Employee Signature

Sign Here

Administrator Job Description

Description

Reports to: Maple Springs of Anchorage Management

Position Summary

- To act as the representative of the governing body of the nursing community for internal management, and to be responsible for the efficient administration of all activities, subject to the policies, procedures and orders of the governing body in compliance with Maple Springs of Wasilla policy and under the direction and supervision of Maple Springs of Wasilla Management.

Qualifications

- Bachelor's degree in Business Administration, Healthcare Administration or related field is preferred.
- Completion of an AIT (Administrator in Training) program or prior experience as an Administrator or an Assistant Administrator is required.
- Must be adept in human relations and administrative management.
- Must possess basic computer skills, including but not limited to email use.
- Must be able to travel occasionally, including overnight stays.

Duties & Tasks

- Must be able to relate positively and favorably to residents, families and government regulators, and to work cooperatively with other associates at all levels,
- Must meet all local health regulations, and pass post-employment physical exam if required. This requirement also includes drug screening, criminal background investigation and reference inquiry,
- Ensures that each resident receives the necessary nursing, medical and psychological services to attain and maintain highest possible mental and physical functional status.
- Assists in admission of residents,
- Responsible for overall management and operations of the community under direction of MSM and in conformance with Maple policy,
- Enforces rules and regulations relative to health care and safety of residents and to the protection of the personal and property rights,
- Maintains ongoing liaison among the governing body, medical and nursing staffs, and other professional and supervisory staff of the community,
- Plans, develops, organizes, implements, evaluates, maintains, monitors, supervises, manages and directs all community departments and overall operations including programs, activities, policies and procedures and implements changes as necessary,

- Assists in preparing annual operating budgets,
- Leads designated department heads who shall assume administrative functions and be responsible as outlined in the respective job descriptions,
- Assures the accurate and prompt submission of all required reports to MSM. Accepts responsibility of cost containment within the operating guidelines. - Recruits, interviews, hires and maintains competent personnel to supervise and direct the activities of the departments. Reviews and interprets monthly financial statements and provides information to the community's governing board and maintains community records. Studies and acts upon recommendations.
- Leads Quality Assurance and Performance Improvement meeting monthly.
- Responsible to complete abuse allegation investigations and reporting. Supervisory & Cultural Responsibilities

Organizing, Planning, & Decision Making

- Anticipates and systematically analyze problems and opportunities.
- Identifies key tasks and critical sequential steps.
- Establishes priorities, schedules, and contingency plans.
- Analyzes reasonable alternatives and takes actions in a timely manner.
- Efficiently allocates and manages resources.
- Demonstrates sound judgment.

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- Ability to originate, develop and improve methods.
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Eminence & Customer Service

- Assures that internal and external customer expectations are identified and requirements are documented.
- Measures performance and makes necessary improvements.
- Proposes ways to continually improve quality performance.

Professional Knowledge & Skills

- Possesses required knowledge and skills in functional field.
- Demonstrates ability to effectively apply knowledge in accomplishing task objectives.

Communication

- Expresses ideas clearly both verbally and in writing.
- Answers and asks questions skillfully.
- Provides information to subordinates effectively.
- Effective listener.

Principles & Integrity

- Complies with policies, regulations and codes of conduct governing all aspects of job responsibilities.
- Deals with others openly and in a straightforward manner.
- Protects confidential/proprietary information.
- Takes responsibility for own actions and follows through on commitments.

Teamwork & Involvement

- Involves and supports others to get the job done.
- Solicits and provides constructive feedback and exchanges viewpoints openly and honestly.
- Shares relevant information freely and informs others on a timely basis.

Interpersonal Skills

- Exercises tact, courtesy and flexibility in relationships with others.
- Recognizes and deals effectively with interpersonal problems that inhibit task accomplishment.
- Gives and takes criticism constructively.
- Maintains composure under pressure.

Adaptability

- Performs within established policies and procedures.
- Adjusts to change in new tasks and priorities. Is open-minded and tries to understand others' points of view, and seeks, accepts and acts on feedback.

Policy Sustenance

- Supports and effectively carries out company policies and programs including company objectives and human resources policies.
- Effects progress toward achieving the Affirmative Action goals of the company

Recruitment/Development of Employees

- Demonstrates effectiveness in staffing selection.
- Provides opportunities for employees to develop and constructively evaluate their performance appraisals.
- Rewards good performance and addresses poor performers.

Leadership, Efficacy, & Inclusive Management

- Achieves creativity, productivity and cooperative teamwork among employees.
- Encourages and utilizes subordinate inputs and suggestions.
- Effectively utilizes resources to achieve maximum efficiency of operation.

Budget & Schedule Management

- Achieves desired results on schedule and within constraints of budget.
- Monitors and controls task progress and takes prompt remedial action when costs or schedules vary from plans.

Working Environment

- Work may be performed both inside and outside in all areas of the community and in all weather conditions.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Work in clean and comfortable office environments.

Additional Information

- Employee will be required to respond to emergency drills.
- Take business calls at all times when on designated call.

Other Job Requirements

- Experience in marketing and community relations relating to geriatric population.
- Familiarity with event planning and coordination utilizing strong oral and written skills.
- Experience in staff supervision.

Additional Skills

- Computer operation, writing, speaking, reading the English language.
- Ability to add, subtract, multiply and divide.

- CPR and First Aid certifications are required.

Agreement

BY SIGNING THIS JOB DESCRIPTION, I CERTIFY THAT I HAVE READ THE ABOVE JOB DESCRIPTION AND FULLY UNDERSTAND THE CONDITIONS SET FORTH THEREIN, AND I WILL PERFORM THESE DUTIES TO THE BEST OF MY ABILITY.

Employee Signature

Sign Here

Assistant Director of Nursing Job Description

Description

Reports to: Director of Nursing

Position Summary

- To assist the Director of Nursing & Resident Services in planning, organizing, developing and directing the day-to-day functions of the Nursing Services Department in accordance with current federal, state and local standards governing long-term care facilities, and as directed by the Administrator, to ensure that the highest degree of quality care be provided to the residents at all times.

Qualifications

- BSN preferred.
- Previous experience in a hospital, long-term care community, or other healthcare related community.
- Must show ability to read and write in a legible and understandable manner.
- Must speak and understand English.
- Must be knowledgeable of general, rehabilitative and restorative nursing and medical practices and procedures and laws, regulations and guidelines governing long-term care.
- Must be a Registered Nurse (RN) in good standing and currently licensed by the State or in training to satisfactorily complete the requirements to become a Registered Nurse.

Duties & Tasks

Administrative Role

- Assist the Director of Nursing in planning, developing, organizing, implementing, evaluating and directing the day-to-day functions of the Nursing Services Department, its programs and activities,
- Participate in developing, maintaining and periodically updating written nursing policies, procedures, reference materials, manuals, objectives and philosophies,
- Assist in developing and implementing methods for coordinating nursing services with other resident services; implement plans of action to correct deficiencies; complete medical forms, reports, evaluations, studies, charts, etc.
- Ensure that all nursing services personnel are performing their respective duties; participate in developing, implementing and maintaining resident discharge procedures and plans; assist in developing and implementing a nursing services organization structure,

- Participate in Surveys and inspections by government agencies; and, make reports and recommendations to the Director of Nursing Services and Administrator concerning operations of the department,
- Responsible to provide clinical supervision for all residents as “day supervisor”, Responsible for all in-service coordination/educational needs of all departments,

Will maintain in-service records,

- Responsible for accident/unusual occurrence tracking trending monitoring systems as assigned,
- Assist Director of Nursing with pressure sore and infection control monitoring,
- Responsible for rounding on all community residents at least twice a day.
- Responsible for making schedules for nursing staff for all tours/CNA staff for all tours as assigned by the Director of Nursing.

Nursing & Resident Care Role

- Participate in interviewing and screening residents for admission to the community,
- Inform personnel of new admissions, ensure rooms are ready, greet new admissions and escort to rooms,
- Schedule daily rounds and monitor residents’ treatment and medications to ensure residents are receiving proper care,
- Review nurses’ notes to ensure proper documentation is maintained relating to residents’ treatment, medication and conditions; ensure proper record keeping by physicians,
- Report problem areas to the Director of Nursing Services and assist in developing and implementing corrective actions; and, provide direct nursing care as necessary.

Personnel Role

- Assist in recruiting, interviewing, hiring, counseling, evaluating, disciplining and terminating nursing services personnel,
- Document and coordinate personnel actions with the Personnel Manager or Administrator,
- Assist in scheduling department work hours,
- Ensure that all nursing services personnel have valid and current licenses and are performing duties in accordance with acceptable nursing standards; interpret the department’s policies and procedures to personnel, residents, families, visitors and government agencies as necessary,
- Review personnel complaints and grievances and ensure that all personnel are treated consistent with policies and applicable laws.

Staff Growth & Development Role

- Develop and participate in planning, implementing, conducting and scheduling orientation, training and in-service educational activities for nursing services personnel within scope of practice,

- Assist other departments with developing, implementing and coordinating training programs that relate to nursing services,
- Maintain professional competence, as well as current licenses, through participation in continuing education programs, seminars and training programs,
- Provide leadership and encourage nursing services supervisory personnel to attend and participate in outside training programs,
- Assist in ensuring that all nursing services personnel attend and participate in hazardous communication and standard precautions training programs prior to reporting for work assignments.

Other Duties

- Maintain and Enforce Resident Rights
- Assist in developing, implementing and maintaining safety standards, written aseptic and isolation techniques, programs for monitoring communicable and/or infectious diseases among residents and personnel, and procedures for reporting hazardous conditions or equipment,
- Ensure that nursing services personnel follow established infection control procedures when isolation precautions become necessary,
- Ensure that all nursing services personnel understand and follow departmental policies and procedures, Standard Precautions, established safety rules and fire and disaster procedures,
- Ensure cleanliness of nursing services work areas, stations, preparations rooms, treatment areas and resident care rooms,
- Assist and participate in developing for each resident a preliminary and comprehensive assessment and written care plan that identifies the nursing and medical problems and/or needs of the resident and the goals to be accomplished for each problem and/or need identified,
- Involve residents and their families to participate in the development and review of care plans,
- Ensure that all nursing services personnel are aware of the care plan and that care plans are used in providing daily nursing services to the resident; review nurses' notes and monitor residents to determine if the care plans are being followed and if each residents' needs are being met,
- Participate in assessing, reviewing and revising care plans as required,
- Recommend to the Director of Nursing Services and Administrator the equipment and supply of needs of the Nursing Services Department,
- Assist in developing and monitoring adequate and cost effective inventory control procedures, make periodic inspections of supplies and equipment to ensure that adequate levels are maintained and that equipment is available and working properly,
- Help develop and implement procedures to ensure that trained and authorized personnel operate nursing services equipment in a safe manner; and, assist in preparing and planning the Nursing Services Department's budget for equipment, supplies and labor to submit to the Director of Nursing Services and Administrator,
- Attend and contribute to Quality Assurance and Performance Improvement activities upon invitation.
- Attend and contribute to Prospective Payment Schedule meetings upon invitation.

Cultural Responsibilities

Organizing, Planning, & Decision Making

- Anticipates and systematically analyze problems and opportunities.
- Identifies key tasks and critical sequential steps.
- Establishes priorities, schedules, and contingency plans.
- Analyzes reasonable alternatives and takes actions in a timely manner.
- Efficiently allocates and manages resources.
- Demonstrates sound judgment.

Enterpriser

- Ability to originate, develop and improve methods.
- A self-starter who seizes opportunity to take constructive action without being directed to do so.

Efficiency

- Demonstrates high level of contribution in accuracy, quality, completeness and volume of work.
- Concentrates on important aspects of task objectives.

Eminence & Customer Service

- Assures that internal and external customer expectations are identified and requirements are documented.
- Measures performance and makes necessary improvements.
- Proposes ways to continually improve quality performance.

Professional Knowledge & Skills

- Possesses required knowledge and skills in functional field.
- Demonstrates ability to effectively apply knowledge in accomplishing task objectives.

Communication

- Expresses ideas clearly both verbally and in writing.
- Answers and asks questions skillfully.
- Provides information to subordinates effectively.
- Effective listener.

Principles & Integrity

- Complies with policies, regulations and codes of conduct governing all aspects of job responsibilities.
- Deals with others openly and in a straightforward manner.
- Protects confidential/proprietary information.
- Takes responsibility for own actions and follows through on commitments.

Teamwork & Involvement

- Involves and supports others to get the job done.
- Solicits and provides constructive feedback and exchanges viewpoints openly and honestly.
- Shares relevant information freely and informs others on a timely basis.

Interpersonal Skills

- Exercises tact, courtesy and flexibility in relationships with others.
- Recognizes and deals effectively with interpersonal problems that inhibit task accomplishment.
- Gives and takes criticism constructively.
- Maintains composure under pressure.

Adaptability

- Performs within established policies and procedures.
- Adjusts to change in new tasks and priorities. Is open-minded and tries to understand others' points of view, and seeks, accepts and acts on feedback.

Policy Sustenance

- Supports and effectively carries out company policies and programs including company objectives and human resources policies.
- Effects progress toward achieving the Affirmative Action goals of the company

Recruitment/Development of Employees

- Demonstrates effectiveness in staffing selection.
- Provides opportunities for employees to develop and constructively evaluate their performance appraisals.
- Rewards good performance and addresses poor performers.

Leadership, Efficacy, & Inclusive Management

- Achieves creativity, productivity and cooperative teamwork among employees.
- Encourages and utilizes subordinate inputs and suggestions.

- Effectively utilizes resources to achieve maximum efficiency of operation.

Budget & Schedule Management

- Achieves desired results on schedule and within constraints of budget.
- Monitors and controls task progress and takes prompt remedial action when costs or schedules vary from plans.

Working Environment

- Work may be performed both inside and outside in all areas of the community and in all weather conditions.
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- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Work in clean and comfortable office environments.

Additional Information

- Employee will be required to respond to emergency drills.
- Take business calls at all times when on designated call.

Other Job Requirements

- Experience in marketing and community relations relating to geriatric population.
- Familiarity with event planning and coordination utilizing strong oral and written skills.
- Experience in staff supervision.

Additional Skills

- Computer operation, writing, speaking, reading the English language.
- Ability to add, subtract, multiply and divide.
- CPR and First Aid certifications are required.

Agreement

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Business Office Manager Job Description

Description

Position: Business Office Manager

Reports to: Administrator

Position Summary

- Provide appropriate office management skills necessary to contribute to an effective, proficient operation using the philosophy, objectives and policies of this community.
-

Duties & Tasks

- Office Management
- Responsible for overseeing all functions of the Business Office. In conjunction with the Marketing Coordinator, maintains proper statistical information indicating the admission(s) and discharge(s) of residents on a daily basis.
- Receives and files approvals of admission,
- Performs duties and/or manages staff responsible for payroll, personnel records, group health insurance records, workman's compensation records, accounts payable and secretary/receptionist duties.
- Accounts Receivable
- Performs accounts receivable functions and maintains related records. Acts as a cashier and performs required duties,
- Issues receipts to all persons paying cash and on request when paying by check. Records all charges and collections for accounts receivable aging,
- Analyzes the accounts receivable aging monthly and reports delinquent accounts to the Administrator. Acquires information required for billing of the Medicaid and Medicare programs,
- Maintains a statistical record as to the utilization of licensed beds, as required in the preparation of the Medicare Cost Report. On accounts covered by hospitalization insurance, Medicare and Medicaid; analyze billings and submits notices of admission to insurance carriers or government agencies as determined by coverage,
- Prepares and forwards statements to residents whose cases have been rejected or on whose accounts there

is a balance after coverage terminates,

- Maintains a ledger on which will be recorded all funds left with the community on behalf of the residents.
 - Will provide quarterly reporting to all residents of balances on their accounts,
 - Must adhere to Maple policy, including documentation and reporting responsibilities,
 - Attend and participate in educational activities, in-service training and staff meetings,
 - Assist in orientation and training other staff,
 - Participate in Quality Improvement activities as assigned,
 - Other duties as assigned or needed.
-

Qualifications

- High school graduate or its equivalent.
 - Related administrative experience at a level necessary to accomplish the job.
 - Business college preferred.
 - Must have the ability to read and write, and follow oral and written directions at a level necessary to accomplish the job.
 - Basic understanding of computer technology, including email use.
 - Must be able to relate positively and favorably to senior residents, families and to work cooperatively with other employees.
-

Cultural Responsibilities

Organizing, Planning, & Decision Making

- Anticipates and systematically analyze problems and opportunities.
- Identifies key tasks and critical sequential steps.
- Establishes priorities, schedules, and contingency plans.
- Analyzes reasonable alternatives and takes actions in a timely manner.
- Efficiently allocates and manages resources.
- Demonstrates sound judgment.

Enterpriser

- Ability to originate, develop and improve methods.
- A self-starter who seizes opportunity to take constructive action without being directed to do so.

Efficiency

- Demonstrates high level of contribution in accuracy, quality, completeness and volume of work.
- Concentrates on important aspects of task objectives.

Eminence & Customer Service

- Assures that internal and external customer expectations are identified and requirements are documented.
- Measures performance and makes necessary improvements.
- Proposes ways to continually improve quality performance.

Professional Knowledge & Skills

- Possesses required knowledge and skills in functional field.
- Demonstrates ability to effectively apply knowledge in accomplishing task objectives.

Communication

- Expresses ideas clearly both verbally and in writing.
- Answers and asks questions skillfully.
- Provides information to subordinates effectively.
- Effective listener.

Principles & Integrity

- Complies with policies, regulations and codes of conduct governing all aspects of job responsibilities.
- Deals with others openly and in a straightforward manner.
- Protects confidential/proprietary information.
- Takes responsibility for own actions and follows through on commitments.

Teamwork & Involvement

- Involves and supports others to get the job done.
- Solicits and provides constructive feedback and exchanges viewpoints openly and honestly.
- Shares relevant information freely and informs others on a timely basis.

Interpersonal Skills

- Exercises tact, courtesy and flexibility in relationships with others.
- Recognizes and deals effectively with interpersonal problems that inhibit task accomplishment.
- Gives and takes criticism constructively.
- Maintains composure under pressure.

Adaptability

- Performs within established policies and procedures.
- Adjusts to change in new tasks and priorities. Is open-minded and tries to understand others' points of view, and seeks, accepts and acts on feedback.

Policy Sustenance

- Supports and effectively carries out company policies and programs including company objectives and human resources policies.
- Effects progress toward achieving the Affirmative Action goals of the company

Recruitment/Development of Employees

- Demonstrates effectiveness in staffing selection.
- Provides opportunities for employees to develop and constructively evaluate their performance appraisals.
- Rewards good performance and addresses poor performers.

Leadership, Efficacy, & Inclusive Management

- Achieves creativity, productivity and cooperative teamwork among employees.
- Encourages and utilizes subordinate inputs and suggestions.
- Effectively utilizes resources to achieve maximum efficiency of operation.

Budget & Schedule Management

- Achieves desired results on schedule and within constraints of budget.
- Monitors and controls task progress and takes prompt remedial action when costs or schedules vary from plans.

Working Environment

- Work may be performed both inside and outside in all areas of the community and in all weather conditions.
 - Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
 - Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
 - Work in clean and comfortable office environments.
-

Additional Information

- Employee will be required to respond to emergency drills.
 - Take business calls at all times when on designated call.
-

Additional Skills

- Computer operation, writing, speaking, reading the English language.
- Ability to add, subtract, multiply and divide.
- CPR and First Aid certifications are required.

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Agreement

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Employee Signature

Sign Here

Certified Nursing Assistant Job Description

Description

Reports to: Charge Nurse

Position Summary

- Perform direct resident care duties under the supervision of licensed nursing personnel.
- Assist with promoting a compassionate physical and emotional environment for the Residents.

Qualifications

- Must be a Certified Nursing Assistant in good standing with the state.
- Preferred to have successfully completed four (4) months of Certified Nursing Assistant employment, all state required training programs, and a competency evaluation program.
- Must maintain a current certification in the state throughout employment.
- Must have ability to read, write and follow oral and written directions at a level necessary to accomplish the job.
- Must be able to relate positively and favorably to residents and families and to work cooperatively with co-workers and supervisors.
- Must be willing to assist others, including co-workers.
- Must maintain regular attendance.
- Must meet all local health regulations and pass post-employment physical exams if required. This requirement also includes drug screening, criminal background investigations and reference inquiries.

Duties & Tasks

General

- Observe and practice safety according to community policy and procedure,
- Be able to explain and demonstrate fire/emergency procedures,
- Properly use and maintain community equipment. Show respect for community property,
- Demonstrate and be able to explain infection control and isolation procedures,
- Demonstrate and be able to explain proper body mechanics,
- Ensure that residents are given correct diet as directed by the DON,

- Use proper feeding techniques while respecting personal dignity and meeting the residents' needs for socialization.
- Make beds correctly and wrinkle free and maintain residents' rooms in a neat, orderly and clutter-free manner,
- Support residents' participation in activity programs,
- Promote and maintain positive relationships with co-workers, residents, visitors, volunteers and regulators,
- Directly respond, within the scope of practice, to needs and concerns of residents and family members,
- Work with the care-giving team to identify and resolve resident and family issues.
- Promptly respond to call lights and other resident needs,
- Treat residents with compassion and dignity,
- Establish effective communication/interaction with residents and their families,
- Ensure residents' right to privacy (visual and auditory),
- Maintain confidentiality of resident and community records/information,
- Show respect for residents' personal property,
- Ensure residents are dressed appropriately, consistent with weather conditions and according to their wishes,
- Recognize each resident's ability to make choices and support these within the constraints of the caregiving environment.
- Communicate with members of the caregiving team about residents' personal choices,
- Communicate residents' end of life concerns and wishes to the Charge Nurse.

Clinical

- Take and record temperature, pulse, respiration and blood pressure.
- Ambulate residents by applying proper lifting and transferring techniques,
- Provide proper positioning and use of postural supports when applicable,
- Weigh residents on schedule and record weights accurately.
- Provide restorative and rehabilitative nursing,
- Provide active and passive range of motion.
- Implement the bowel and bladder program as set out by the Charge Nurse. Collect certain specimens for cultures pursuant to community policy and within the scope of duties.

Activities of Daily Living

- Assist residents with their activities of daily living. Provide oral care and hygiene pursuant to plan of care.
- Provide nail care pursuant to plan of care,
- Assist residents with dressing and grooming according to their needs, wishes and desires. Bathe residents with attention to privacy, respecting dignity and providing a safe and relaxing experience.

Reporting & Documentation

- Report the following to the Charge Nurse and the caregiving team as appropriate and/or document

according to Policy and Procedure...

- A significant change in a resident's condition, a change in a resident's vital signs or weight, any accidents and/or injuries, and any changes in a resident's skin integrity,
- Behavioral changes, signs of resident depression or anxiety,
- Changes in a resident's ambulation status, the level of the resident's food consumption and the resident's intake of food and liquids as well as the resident's output, when indicated,
- Participate in collecting information needed for the accurate completion of the MDS and the plan of care,
- Show understanding of information that is provided by the ADL task sheets,
- Provide input to the Nurses for development of the plan of care,
- Provide information gathered from caregiving activities to the Charge Nurse,
- Assist in the orientation and training of other staff when asked,
- Attend orientation, mandatory in-service and education programs and staff meetings.

Safety

- Comply with all Maple Springs of Wasilla (SNF) policies related to safety and infection control procedures,
- Performs work safely by consistently using lifting equipment, back supports and other lifting support materials,
- Understand, comply with and promote all rules and regulations regarding residents' rights.

Other Responsibilities

- Promote positive relationships with residents, visitors and regulators, and presenting a professional appearance,
- Participate in resident & family tours as directed by Administrator.
- Attend and participate in educational activities, in-service training and staff meetings,
- Assist in orientation and training other staff as directed,
- Participate in Quality Improvement activities as assigned,
- Any other duties as assigned or needed.

If you have any pre-existent conditions that may prevent you from performing the above essential physical functions of the position, please explain:

Pre Existing Conditions:

Cultural Responsibilities

Organizing, Planning, & Decision Making

- Anticipates and systematically analyze problems and opportunities.
- Identifies key tasks and critical sequential steps.
- Establishes priorities, schedules, and contingency plans.
- Analyzes reasonable alternatives and takes actions in a timely manner.
- Efficiently allocates and manages resources.
- Demonstrates sound judgment.

Enterpriser

- Ability to originate, develop and improve methods.
- A self-starter who seizes opportunity to take constructive action without being directed to do so.

Efficiency

- Demonstrates high level of contribution in accuracy, quality, completeness and volume of work.
- Concentrates on important aspects of task objectives.

Eminence & Customer Service

- Assures that internal and external customer expectations are identified and requirements are documented.
- Measures performance and makes necessary improvements.
- Proposes ways to continually improve quality performance.

Professional Knowledge & Skills

- Possesses required knowledge and skills in functional field.
- Demonstrates ability to effectively apply knowledge in accomplishing task objectives.

Communication

- Expresses ideas clearly both verbally and in writing.
- Answers and asks questions skillfully.
- Provides information to subordinates effectively.
- Effective listener.

Principles & Integrity

- Complies with policies, regulations and codes of conduct governing all aspects of job responsibilities.
- Deals with others openly and in a straightforward manner.
- Protects confidential/proprietary information.
- Takes responsibility for own actions and follows through on commitments.

Teamwork & Involvement

- Involves and supports others to get the job done.
- Solicits and provides constructive feedback and exchanges viewpoints openly and honestly.
- Shares relevant information freely and informs others on a timely basis.

Interpersonal Skills

- Exercises tact, courtesy and flexibility in relationships with others.
- Recognizes and deals effectively with interpersonal problems that inhibit task accomplishment.
- Gives and takes criticism constructively.
- Maintains composure under pressure.

Adaptability

- Performs within established policies and procedures.
- Adjusts to change in new tasks and priorities. Is open-minded and tries to understand others' points of view.
- Seeks, accepts and acts on feedback.

Policy Sustenance

- Supports and effectively carries out company policies and programs including company objectives and human resources policies.
- Effects progress toward achieving the Affirmative Action goals of the company

Recruitment/Development of Employees

- Demonstrates effectiveness in staffing selection.
- Provides opportunities for employees to develop and constructively evaluate their performance appraisals.
- Rewards good performance and addresses poor performers.

Leadership, Efficacy, & Inclusive Management

- Achieves creativity, productivity and cooperative teamwork among employees.
- Encourages and utilizes subordinate inputs and suggestions.
- Effectively utilizes resources to achieve maximum efficiency of operation.

Budget & Schedule Management

- Achieves desired results on schedule and within constraints of budget.
- Monitors and controls task progress and takes prompt remedial action when costs or schedules vary from plans.

Working Environment

- Work may be performed both inside and outside in all areas of the community and in all weather conditions.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Work in clean and comfortable office environments.

Additional Information

- Employee will be required to respond to emergency drills.
- Take business calls at all times when on designated call.

Additional Skills

- Computer operation, writing, speaking, reading the English language.
- Ability to add, subtract, multiply and divide.
- CPR and First Aid certifications are required.

Agreement

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Employee Signature

Sign Here

Certified Occupational Therapy Assistant Job Description

Description

Position: Certified Occupational Therapist Assistant

Reports to: Occupational Therapist

Position Summary

- A Certified Occupational Therapy Assistant (COTA) administers occupational therapy to patients on an intermittent basis in their place of residence. This is performed in accordance with physician orders and plan of care under the direction and supervision of the Occupational Therapist and Clinical Manager
-

Qualifications

- A person who meets the requirements for certification as an Occupational Therapy Assistant established by the American Occupational Therapy Association (AOTA).
 - Certification is maintained by the AOTA.
 - Currently certified in the state(s) in which practicing.
 - Two (2) years experience, preferred.
-

Duties & Tasks

- Understands and adheres to established Agency policies and procedures.
- Improves or minimizes residual physical disabilities of the patient.
- Returns the individual to optimum and productive level within the patient's capabilities.
- Participates with all other health care personnel in patient care planning.
- Performs all skilled procedures as ordered by physician and according to the plan of care established by the OT.
- Consults with OT regarding change in treatment.
- Instructs patients and family members in home programs and fine motor movement exercises.
- Participates in in-service education and presents in-service programs as assigned.
- Participates in performance improvement activities as assigned.

- Attends all patient care conferences as scheduled.
- Prepares medical records and updates care plans for each patient visit in a timely manner as per Agency policy.
- Performs services planned, delegated and supervised by the OT.
- Assists in preparing clinical and progress notes.
- Participates in educating the patient and family.

Physical Requirements

Ability to perform the following tasks if necessary:

- Ability to participate in physical activity.
- Ability to work for extended period of time while standing and being involved in physical activity.
- Moderate lifting.
- Ability to do extensive bending, lifting and standing on a regular basis.

Cultural Responsibilities

Organizing, Planning, & Decision Making

- Anticipates and systematically analyze problems and opportunities.
- Identifies key tasks and critical sequential steps.
- Establishes priorities, schedules, and contingency plans.
- Analyzes reasonable alternatives and takes actions in a timely manner.
- Efficiently allocates and manages resources.
- Demonstrates sound judgment.

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- Possesses required knowledge and skills in functional field.
- Demonstrates ability to effectively apply knowledge in accomplishing task objectives.

Communication

- Expresses ideas clearly both verbally and in writing.
- Answers and asks questions skillfully.
- Provides information to subordinates effectively.
- Effective listener.

Principles & Integrity

- Complies with policies, regulations and codes of conduct governing all aspects of job responsibilities.
- Deals with others openly and in a straightforward manner.
- Protects confidential/proprietary information.
- Takes responsibility for own actions and follows through on commitments.

Teamwork & Involvement

- Involves and supports others to get the job done.
- Solicits and provides constructive feedback and exchanges viewpoints openly and honestly.
- Shares relevant information freely and informs others on a timely basis.

Interpersonal Skills

- Exercises tact, courtesy and flexibility in relationships with others.
- Recognizes and deals effectively with interpersonal problems that inhibit task accomplishment.
- Gives and takes criticism constructively.
- Maintains composure under pressure.

Adaptability

- Performs within established policies and procedures.
- Adjusts to change in new tasks and priorities. Is open-minded and tries to understand others' points of

view, and seeks, accepts and acts on feedback.

Policy Sustenance

- Supports and effectively carries out company policies and programs including company objectives and human resources policies.
- Effects progress toward achieving the Affirmative Action goals of the company

Recruitment/Development of Employees

- Demonstrates effectiveness in staffing selection.
- Provides opportunities for employees to develop and constructively evaluate their performance appraisals.
- Rewards good performance and addresses poor performers.

Leadership, Efficacy, & Inclusive Management

- Achieves creativity, productivity and cooperative teamwork among employees.
- Encourages and utilizes subordinate inputs and suggestions.
- Effectively utilizes resources to achieve maximum efficiency of operation.

Budget & Schedule Management

- Achieves desired results on schedule and within constraints of budget.
- Monitors and controls task progress and takes prompt remedial action when costs or schedules vary from plans.

Working Environment

- Work may be performed both inside and outside in all areas of the community and in all weather conditions.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Work in clean and comfortable office environments.

Additional Information

- Employee will be required to respond to emergency drills.
 - Take business calls at all times when on designated call.
-

Additional Skills

- Computer operation, writing, speaking, reading the English language.
 - Ability to add, subtract, multiply and divide.
 - CPR and First Aid certifications are required.
-

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Employee Signature

Sign Here

Compliance and Ethics Liaison Job Description

Description

Reports to: Corporate Compliance and Ethics Officer

Position Summary:

Compliance Liaisons are representatives of the Compliance and Ethics Program within each facility. They are in charge of developing and implementing the Compliance and Ethics Program on a day-to-day basis.

Responsibilities include:

- Receiving and responding to suspected violations of the Compliance and Ethics program.
- Developing and coordinating participation in educational and training programs that focus on the elements of the Compliance and Ethics Program and ensuring that all relevant employees and management comply with Federal and State standards
- Ensuring that independent contractors and health care providers who furnish physician, nursing or other health care services to residents of any Maple Springs facility are aware of the residents' rights as well as requirements of the Compliance and Ethics Program applicable to the services they provide.
- Ensuring that those who potentially work on behalf of Maple Springs go through the correct hiring process, taking abundant precautions to not hire anyone with known potential to violate any laws or regulations. This including Professional License checks.
- Continuing the momentum of the Compliance and Ethics Program after initial implementation.
- Being a member of the Compliance Team, which includes the Corporate Compliance Officer and every Compliance Liaison for Maple Springs.

Compliance Team responsibilities:

- Investigate and act on matters related to compliance, including the flexibility to design and coordinate internal investigations (e.g., responding to reports of problems or suspected violations) and any resulting corrective action (e.g., making necessary improvements to
- Maple Springs facility policies and practices, taking appropriate disciplinary action, etc.) with all departments, subcontracted providers, and health care professionals under Maple Springs' control.
- Analyzing legal requirements with which Maple Springs must comply and specific risk areas.
- Assessing existing policies and procedures that address these risk areas for possible incorporation into the compliance program.
- Continuing development and improvement to the Code of Conduct and policies and procedures to promote compliance with legal and ethical programs.

- Recommending and monitoring the development of internal systems and controls, with each facility department, to carry out the organization's policies.
- Determine strategies and approaches to promote compliance with the program requirements and detection of any potential violations, including an anonymous reporting system.
- Developing a system to evaluate and respond to complaints and problems.
- Monitoring internal and external audits and investigations for the purpose of identifying deficiencies and implementing corrective action.

Agreement

BY SIGNING THIS JOB DESCRIPTION, I CERTIFY THAT I HAVE READ THE ABOVE JOB DESCRIPTION AND FULLY UNDERSTAND THE CONDITIONS SET FORTH THEREIN, AND I WILL PERFORM THESE DUTIES TO THE BEST OF MY ABILITY.

Employee Signature

Sign Here

Cook Job Description

Description

Reports to: Kitchen Manager

Position Summary

- Prepare food in accordance with prescribed resident diet specifications, facility procedures and dietary and sanitary regulations under the supervision of the Kitchen Manager.

Qualifications

- High school diploma or equivalent.
- Must possess a Food Handler's permit / ServSafe certification as per State requirements.
- Must have the ability to read, write and follow oral and written directions at a level necessary to accomplish the job.
- Must be able to relate positively and favorably to residents, families and to work cooperatively with other associates.
- Must maintain regular attendance.
- Must meet all local health regulations, and pass post-employment physical exam if required. This requirement also includes drug screening, criminal background investigation and reference inquiry.
- Must be capable of performing the essential job functions of this job, with or without reasonable accommodation.
- Experience with the elderly population preferred.

Duties & Tasks

Food Preparation & Administrative Responsibilities

- Prepare and serve food in accordance with planned menus, diet plans, recipes, portion and temperature control procedures and facility policies,
- Direct and assist in cleaning and sanitizing work areas, equipment and floors, dishes and utensils; check all trays for menu and diet preferences and accuracy,
- Ensure proper storage of food and supplies; adhere to universal precautions and sanitary, safety, and infection control policies and procedures,
- Assist the Dietary Manager and/or Registered Dietitian to direct the activities of the dietary associates; review

menus prior to preparation of food; review and process diet changes and ensure menus are maintained and followed in accordance with established procedures; coordinate dietary services with other departments,

- Ensure that food and supplies are available for the next meals and assist in maintaining inventory and storing incoming foods and supplies, and report any hazardous conditions, equipment, accidents and incidents,
- Comply with all company policies related to safety and infection control procedure including the proper use of mechanical lifts, gait belts and personal protective back supports,
- Must adhere to Maple Springs policy, including documentation and reporting responsibilities,
- Attend and participate in educational activities, in-service training and staff meetings; assist in orientation and training other staff,
- Participate in Quality Assurance and Performance Improvement activities as assigned, Other duties as assigned or needed.
- Responsible for organization, labeling and securing food storage.

Cultural Responsibilities

Organizing, Planning, & Decision Making

- Anticipates and systematically analyze problems and opportunities.
- Identifies key tasks and critical sequential steps.
- Establishes priorities, schedules, and contingency plans.
- Analyzes reasonable alternatives and takes actions in a timely manner.
- Efficiently allocates and manages resources.
- Demonstrates sound judgment.

Enterpriser

- Ability to originate, develop and improve methods.
- A self-starter who seizes opportunity to take constructive action without being directed to do so.

Efficiency

- Demonstrates high level of contribution in accuracy, quality, completeness and volume of work.
- Concentrates on important aspects of task objectives.

Eminence & Customer Service

- Assures that internal and external customer expectations are identified and requirements are documented.
- Measures performance and makes necessary improvements.

- Proposes ways to continually improve quality performance.

Professional Knowledge & Skills

- Possesses required knowledge and skills in functional field.
- Demonstrates ability to effectively apply knowledge in accomplishing task objectives.

Communication

- Expresses ideas clearly both verbally and in writing.
- Answers and asks questions skillfully.
- Provides information to subordinates effectively.
- Effective listener.

Principles & Integrity

- Complies with policies, regulations and codes of conduct governing all aspects of job responsibilities.
- Deals with others openly and in a straightforward manner.
- Protects confidential/proprietary information.
- Takes responsibility for own actions and follows through on commitments.

Teamwork & Involvement

- Involves and supports others to get the job done.
- Solicits and provides constructive feedback and exchanges viewpoints openly and honestly.
- Shares relevant information freely and informs others on a timely basis.

Interpersonal Skills

- Exercises tact, courtesy and flexibility in relationships with others.
- Recognizes and deals effectively with interpersonal problems that inhibit task accomplishment.
- Gives and takes criticism constructively.
- Maintains composure under pressure.

Adaptability

- Performs within established policies and procedures.
- Adjusts to change in new tasks and priorities. Is open-minded and tries to understand others' points of

view, and seeks, accepts and acts on feedback.

Policy Sustenance

- Supports and effectively carries out company policies and programs including company objectives and human resources policies.
- Effects progress toward achieving the Affirmative Action goals of the company

Recruitment/Development of Employees

- Demonstrates effectiveness in staffing selection.
- Provides opportunities for employees to develop and constructively evaluate their performance appraisals.
- Rewards good performance and addresses poor performers.

Leadership, Efficacy, & Inclusive Management

- Achieves creativity, productivity and cooperative teamwork among employees.
- Encourages and utilizes subordinate inputs and suggestions.
- Effectively utilizes resources to achieve maximum efficiency of operation.

Budget & Schedule Management

- Achieves desired results on schedule and within constraints of budget.
- Monitors and controls task progress and takes prompt remedial action when costs or schedules vary from plans.

Working Environment

- Work may be performed both inside and outside in all areas of the community and in all weather conditions.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Work in clean and comfortable office environments.

Additional Information

- Employee will be required to respond to emergency drills.
- Take business calls at all times when on designated call.

Additional Skills

- Computer operation, writing, speaking, reading the English language.
- Ability to add, subtract, multiply and divide.
- CPR and First Aid certifications are required.

Agreement

BY SIGNING THIS JOB DESCRIPTION, I CERTIFY THAT I HAVE READ THE ABOVE JOB DESCRIPTION AND FULLY UNDERSTAND THE CONDITIONS SET FORTH THEREIN, AND I WILL PERFORM THESE DUTIES TO THE BEST OF MY ABILITY.

Employee Signature

Sign Here

Dietary Aide Job Description

Description

Reports to: Kitchen Manager

Position Summary

- Assist in food preparation and serving and maintain clean and sanitary conditions in the kitchen and dining areas under the supervision of the Kitchen Manager or Cook.

Qualifications

- Must possess a Food Handler's permit / Serve Safe certification as per State requirements.
- Must have the ability to read, write and follow oral and written directions at a level necessary to accomplish the job.
- Must be able to relate positively and favorably to residents, families and to work cooperatively with other employees.
- Must maintain regular attendance.
- Must meet all local health regulations, and pass post-employment physical exam if required. This requirement also includes drug screening, criminal background investigation and reference inquiry.
- Must be capable of performing the essential job functions of this job.

Duties & Tasks

- Assist in the preparation and serving of meals and snacks. Use portion control procedures,
- Assist in cleaning and sanitizing work areas, equipment and floors, dishes and utensils; assist in checking trays for menu and diet preferences and accuracy.
- Ensure proper storage of foods and supplies,
- Adhere to universal precautions and sanitary and infection control policies and procedures,
- Ensure that food and supplies are available for the next meals and assist with inventory and storing incoming foods and supplies, and report any hazardous conditions, equipment, accidents and incidents,
- Comply with company policies involving all safety and infection control procedures to include the proper use of mechanical lifts, lifting materials and personal protective back supports,
- Understand, comply with and promote all rules and regulations regarding residents' rights; promote positive relationships with residents, visitors and regulators, to include presenting a professional appearance,
- Attend and participate in education and orientation and training other staff,
- Participate in Quality Assurance activities as assigned,

- Other duties as assigned or needed.
- Responsible to assist in the maintaining the security of community food inventories.
- May attend and contribute to weekly skin and weight meetings upon invitation.

Cultural Responsibilities

Organizing, Planning, & Decision Making

- Anticipates and systematically analyze problems and opportunities.
- Identifies key tasks and critical sequential steps.
- Establishes priorities, schedules, and contingency plans.
- Analyzes reasonable alternatives and takes actions in a timely manner.
- Efficiently allocates and manages resources.
- Demonstrates sound judgment.

Enterpriser

- Ability to originate, develop and improve methods.
- A self-starter who seizes opportunity to take constructive action without being directed to do so.

Efficiency

- Demonstrates high level of contribution in accuracy, quality, completeness and volume of work.
- Concentrates on important aspects of task objectives.

Eminence & Customer Service

- Assures that internal and external customer expectations are identified and requirements are documented.
- Measures performance and makes necessary improvements.
- Proposes ways to continually improve quality performance.

Professional Knowledge & Skills

- Possesses required knowledge and skills in functional field.
- Demonstrates ability to effectively apply knowledge in accomplishing task objectives.

Communication

- Expresses ideas clearly both verbally and in writing.
- Answers and asks questions skillfully.
- Provides information to subordinates effectively.
- Effective listener.

Principles & Integrity

- Complies with policies, regulations and codes of conduct governing all aspects of job responsibilities.
- Deals with others openly and in a straightforward manner.
- Protects confidential/proprietary information.
- Takes responsibility for own actions and follows through on commitments.

Teamwork & Involvement

- Involves and supports others to get the job done.
- Solicits and provides constructive feedback and exchanges viewpoints openly and honestly.
- Shares relevant information freely and informs others on a timely basis.

Interpersonal Skills

- Exercises tact, courtesy and flexibility in relationships with others.
- Recognizes and deals effectively with interpersonal problems that inhibit task accomplishment.
- Gives and takes criticism constructively.
- Maintains composure under pressure.

Adaptability

- Performs within established policies and procedures.
- Adjusts to change in new tasks and priorities. Is open-minded and tries to understand others' points of view, and seeks, accepts and acts on feedback.

Policy Sustenance

- Supports and effectively carries out company policies and programs including company objectives and human resources policies.
- Effects progress toward achieving the Affirmative Action goals of the company

Recruitment/Development of Employees

- Demonstrates effectiveness in staffing selection.
- Provides opportunities for employees to develop and constructively evaluate their performance appraisals.
- Rewards good performance and addresses poor performers.

Leadership, Efficacy, & Inclusive Management

- Achieves creativity, productivity and cooperative teamwork among employees.
- Encourages and utilizes subordinate inputs and suggestions.
- Effectively utilizes resources to achieve maximum efficiency of operation.

Budget & Schedule Management

- Achieves desired results on schedule and within constraints of budget.
- Monitors and controls task progress and takes prompt remedial action when costs or schedules vary from plans.

Working Environment

- Work may be performed both inside and outside in all areas of the community and in all weather conditions.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Work in clean and comfortable office environments.

Additional Information

- Employee will be required to respond to emergency drills.
- Take business calls at all times when on designated call.

Additional Skills

- Computer operation, writing, speaking, reading the English language.
- Ability to add, subtract, multiply and divide.
- CPR and First Aid certifications are required.

Agreement

BY SIGNING THIS JOB DESCRIPTION, I CERTIFY THAT I HAVE READ THE ABOVE JOB DESCRIPTION AND FULLY UNDERSTAND THE CONDITIONS SET FORTH THEREIN, AND I WILL PERFORM THESE DUTIES TO THE BEST OF MY ABILITY.

Employee Signature

Sign Here

Dietary Manager Job Description

Description

Reports to: Kitchen Manager

Position Summary

- Manage the food preparation and serving. Supervise the conditions in the kitchen and dining areas to ensure clean and sanitary conditions.

Qualifications

- Must possess a Food Handler's permit / Serve Safe certification as per State requirements.
- Must have the ability to read, write and follow oral and written directions at a level necessary to accomplish the job.
- Must be able to relate positively and favorably to residents, families and to work cooperatively with other employees.
- Must maintain regular attendance.
- Must meet all local health regulations, and pass post-employment physical exam if required. This requirement also includes drug screening, criminal background investigation and reference inquiry.
- Must be capable of performing the essential job functions of this job.

Duties & Tasks

- Prepare & Serve meals and snacks. Use portion control procedures,
- Manage the cleaning and sanitizing of work areas, equipment and floors, dishes and utensils; assist in checking trays for menu and diet preferences and accuracy.
- Ensure proper storage of foods and supplies,
- Adhere to universal precautions and sanitary and infection control policies and procedures,
- Ensure that food and supplies are available for the next meals and assist with inventory and storing incoming foods and supplies, and report any hazardous conditions, equipment, accidents and incidents,
- Comply with company policies involving all safety and infection control procedures to include the proper use of mechanical lifts, lifting materials and personal protective back supports,
- Understand, comply with and promote all rules and regulations regarding residents' rights; promote positive relationships with residents, visitors and regulators, to include presenting a professional appearance,
- Attend and participate in education and orientation and training other staff,
- Participate in Quality Assurance activities as assigned,

- Other duties as assigned or needed.
- Responsible to assist in the maintaining the security of community food inventories.
- May attend and contribute to weekly skin and weight meetings upon invitation.

Cultural Responsibilities

Organizing, Planning, & Decision Making

- Anticipates and systematically analyze problems and opportunities.
- Identifies key tasks and critical sequential steps.
- Establishes priorities, schedules, and contingency plans.
- Analyzes reasonable alternatives and takes actions in a timely manner.
- Efficiently allocates and manages resources.
- Demonstrates sound judgment.

Enterpriser

- Ability to originate, develop and improve methods.
- A self-starter who seizes opportunity to take constructive action without being directed to do so.

Efficiency

- Demonstrates high level of contribution in accuracy, quality, completeness and volume of work.
- Concentrates on important aspects of task objectives.

Eminence & Customer Service

- Assures that internal and external customer expectations are identified and requirements are documented.
- Measures performance and makes necessary improvements.
- Proposes ways to continually improve quality performance.

Professional Knowledge & Skills

- Possesses required knowledge and skills in functional field.
- Demonstrates ability to effectively apply knowledge in accomplishing task objectives.

Communication

- Expresses ideas clearly both verbally and in writing.
- Answers and asks questions skillfully.
- Provides information to subordinates effectively.
- Effective listener.

Principles & Integrity

- Complies with policies, regulations and codes of conduct governing all aspects of job responsibilities.
- Deals with others openly and in a straightforward manner.
- Protects confidential/proprietary information.
- Takes responsibility for own actions and follows through on commitments.

Teamwork & Involvement

- Involves and supports others to get the job done.
- Solicits and provides constructive feedback and exchanges viewpoints openly and honestly.
- Shares relevant information freely and informs others on a timely basis.

Interpersonal Skills

- Exercises tact, courtesy and flexibility in relationships with others.
- Recognizes and deals effectively with interpersonal problems that inhibit task accomplishment.
- Gives and takes criticism constructively.
- Maintains composure under pressure.

Adaptability

- Performs within established policies and procedures.
- Adjusts to change in new tasks and priorities. Is open-minded and tries to understand others' points of view, and seeks, accepts and acts on feedback.

Policy Sustenance

- Supports and effectively carries out company policies and programs including company objectives and human resources policies.
- Effects progress toward achieving the Affirmative Action goals of the company

Recruitment/Development of Employees

- Demonstrates effectiveness in staffing selection.
- Provides opportunities for employees to develop and constructively evaluate their performance appraisals.
- Rewards good performance and addresses poor performers.

Leadership, Efficacy, & Inclusive Management

- Achieves creativity, productivity and cooperative teamwork among employees.
- Encourages and utilizes subordinate inputs and suggestions.
- Effectively utilizes resources to achieve maximum efficiency of operation.

Budget & Schedule Management

- Achieves desired results on schedule and within constraints of budget.
- Monitors and controls task progress and takes prompt remedial action when costs or schedules vary from plans.

Working Environment

- Work may be performed both inside and outside in all areas of the community and in all weather conditions.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Work in clean and comfortable office environments.

Additional Information

- Employee will be required to respond to emergency drills.
- Take business calls at all times when on designated call.

Additional Skills

- Computer operation, writing, speaking, reading the English language.
- Ability to add, subtract, multiply and divide.
- CPR and First Aid certifications are required.

Agreement

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Employee Signature

Sign Here

Director of Nursing Job Description

Description

I. Summary of Position:

To plan, organize, develop and direct the overall functions of the Nursing Services Department in accordance with current federal, state and local standards governing long-term care facilities, and as may directed by the Administrator or Maple Springs Management, to ensure that the highest degree of quality care can be provided to the residents at all times.

II. Qualifications:

BSN preferred. Previous experience in a hospital, long-term care community, or other healthcare related community. Must show ability to read and write in a legible and understandable manner. Must speak and understand English. Must be knowledgeable of general, rehabilitative and restorative nursing and medical practices and procedures and laws, regulations and guidelines governing long-term care. Must be a Registered Nurse (RN) in good standing and currently licensed by the State or in training to satisfactorily complete the requirements to become a Registered Nurse.

III. Duties & Tasks:

- Administrative Role
 - Plan, develop, organize, implement, evaluate and direct the Nursing Services Department, its programs and activities,
 - Develop, maintain and periodically updating written nursing policies, procedures, manuals, objectives and philosophies,
 - Assist in developing and implementing methods for coordinating nursing services with other resident services; implement plans of action to correct deficiencies; complete medical forms, reports, evaluations, studies, charts, etc.;
 - Develop, implement and maintain resident discharge procedures and plans,
 - Assist in developing and implementing a nursing services organization structure; participate in Surveys and inspections by government agencies; and, make reports and recommendations to the Administrator concerning operations of the department,
 - Directly supervise nurse managers and Assistant Director of Nursing. Maintain community compliance with state and federal regulations,

- Maintain community compliance with standards of professional practice, act as liaison to nursing with other disciplines (dietary, social services activities, physical therapy, and occupational therapy),
- Deal with outside contract resources including: laboratory, pharmacy, x-ray, dental and Podiatry. Responsible for Quality Assurance Activities including, skin integration monitoring system, infection control log system, accident/incident monitoring, weight and visual signs log, fall preventions program, in-service tracking system, quality assurance logs and quality assurance audits,
- Responsible for reviewing indicator logbooks completed by the units,
- Responsible for rounding on all community residents at least once daily, responsible for rounding on all resident common areas at least once weekly. Family liaison (nurse managers advise the Director of Nursing when a family member is concerned),
- Nursing & Resident Care Role
 - Must perform duties inside the state nurse practice act,
 - Participate in interviewing and screening residents for admission to the community; inform personnel of new admissions, ensure rooms are ready, greet new admissions and escort to rooms,
 - Schedule daily rounds and monitor residents' treatment and medications to ensure residents are receiving proper care; review nurses' notes to ensure proper documentation is maintained relating to residents' treatment, medication and conditions,
 - Ensure proper record keeping by physicians; report problem areas to the Director of Nursing Services and assist in developing and implementing corrective actions; and, provide direct nursing care as necessary,
- Personnel Role
 - Assist in recruiting, interviewing, hiring, counseling, evaluating, disciplining and terminating nursing services personnel,
 - Document and coordinate personnel actions with the Administrator,
 - Assist or lead scheduling department work hours,
 - Delegate administrative authority, responsibility and accountability to nursing services supervisory personnel as deemed necessary to perform assigned duties,
 - Ensure that all nursing services personnel have valid and current licenses and are performing duties in accordance with acceptable nursing standards,
 - Interpret the department's policies and procedures to personnel, residents, families, visitors and government agencies as necessary,
 - Review personnel complaints and grievances and ensure that all personnel are treated consistent with policies and applicable laws,
- Staff Growth & Development Role
 - Develop and participate in planning, implementing, conducting and scheduling orientation, training and in-service educational activities for nursing services personnel within scope of practice,
 - Assist other departments with developing, implementing and coordinating training programs that relate to nursing services,
 - Maintain professional competence, as well as current licenses, through participation in continuing education programs, seminars and training programs,
 - Provide leadership and encourage nursing services supervisory personnel to attend and participate in

- outside training programs,
- Assist in ensuring that all nursing services personnel attend and participate in hazardous communication and standard precautions training programs prior to reporting for work assignments,
- Creates and maintains preliminary and comprehensive assessment plans that identifies the nursing and medical problems and/or needs of the resident and the goals to be accomplished for each problem and/or need identified,
- Involves residents and their families to participate in the development and review of care & service plans,
- Ensure that all nursing services personnel are aware of the care plan and that care plans are used in providing daily nursing services to the resident,
- Review nurses' notes and monitor residents to determine if the care plans are being followed and if each residents' needs are being met; and participate in assessing, reviewing and revising care plans as required; and, develop and maintain rapport with all services to ensure that a team effort is achieved in developing comprehensive care plans for all residents,
- Recommend to the Administrator the equipment and supply of needs of the Nursing Services Department,
- Assist in developing and monitoring adequate and cost effective inventory control procedures; make periodic inspections of supplies and equipment to ensure that adequate levels are maintained and that equipment is available and working properly,
- Follow, develop and/or implement procedures to ensure that trained and authorized personnel operate nursing services equipment in a safe manner; and, assist in preparing and planning the Nursing Services Department's budget for equipment, supplies and labor to submit to the Administrator,
- Attend and participate in various committees and meetings of the community; provide written and/or oral reports of the Nursing Services Department; and, evaluate and implement recommendations pertaining to nursing services,
- Assist in developing, implementing and maintaining safety standards, written aseptic and isolation techniques, programs for monitoring communicable and/or infectious diseases among residents and personnel, and procedures for reporting hazardous conditions or equipment; ensure that nursing services personnel follow established infection control procedures when isolation precautions become necessary,
- Ensure that nursing services personnel understand and follow departmental policies and procedures, Standard Precautions, established safety rules, and fire and disaster procedures; and, ensure cleanliness of nursing services work areas, stations, preparation rooms, treatment areas and resident care rooms.

IV. Cultural Responsibilities:

Organizing, Planning, & Decision Making: Anticipates and systematically analyzes problems and opportunities. Identifies key tasks and critical sequential steps. Establishes priorities, schedules and contingency plans. Analyzes reasonable alternatives and takes actions in a timely manner. Efficiently allocates and manages resources. Demonstrates sound judgment.

Enterpriser: Ability to originate, develop and improve methods. A self-starter who seizes opportunity to take constructive action without being directed to do so.

Efficiency: Demonstrates high level of contribution in accuracy, quality, completeness and volume of work. Concentrates on important aspects of task objectives.

Eminence & Customer Service: Assures that internal and external customer expectations are identified and requirements are documented. Measures performance and makes necessary improvements. Proposes ways to continually improve quality performance.

Professional Knowledge & Skills: Possesses required knowledge and skills in functional field. Demonstrates ability to effectively apply knowledge in accomplishing task objectives.

Communication: Expresses ideas clearly both verbally and in writing. Answers and asks questions skillfully. Provides information to subordinates effectively. Effective listener.

Principles & Integrity: Complies with policies, regulations and codes of conduct governing all aspects of job responsibilities. Deals with others openly and in a straightforward manner. Protects confidential/proprietary information. Takes responsibility for own actions and follows through on commitments.

Teamwork & Involvement: Involves and supports others to get the job done. Solicits and provides constructive feedback, and exchanges viewpoints openly and honestly. Shares relevant information freely and informs others on a timely basis.

Interpersonal Skills: Exercises tact, courtesy and flexibility in relationships with others. Recognizes and deals effectively with interpersonal problems that inhibit task accomplishment. Gives and takes criticism constructively. Maintains composure under pressure.

Adaptability: Performs within established policies and procedures. Adjusts to change in new tasks and priorities. Is open-minded and tries to understand others' points of view. Seeks, accepts and acts on feedback.

Policy Sustenance: Supports and effectively carries out company policies and programs; including company objectives and human resource policies. Effects progress toward achieving the Affirmative Action goals of the company

Recruitment/Development of Employees: Demonstrates effectiveness in staffing selection. Provides opportunities for employees to develop and constructively evaluate their performance appraisals. Rewards good performance and addresses poor performers.

Leadership, Efficacy, & Inclusive Management: Achieves creativity, productivity and cooperative teamwork among employees. Encourages and utilizes subordinate inputs and suggestions. Effectively utilizes resources to achieve maximum efficiency of operation.

Budget & Schedule Management: Achieves desired results on schedule and within constraints of budget. Monitors and controls task progress and takes prompt remedial action when costs or schedules vary from plans.

V. Working Environment:

Work may be performed both inside and outside in all areas of the community and in all weather conditions. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form. Work in clean and comfortable office environments.

VI. Additional Information:

Employee will be required to respond to emergency drills. Take business calls at all times when on designated call. _____VII.

Other Job Requirements:

Experience in marketing and community relations relating to geriatric population. Familiarity with event planning and coordination utilizing strong oral and written skills. Experience in staff supervision.

VIII. Additional Skills:

Computer operation, writing, speaking, reading the English language. Ability to add, subtract, multiply and divide. CPR and First Aid certifications are required.

I HAVE READ THE ABOVE JOB DESCRIPTION AND FULLY UNDERSTAND THE CONDITIONS SET FORTH THEREIN, AND AS A SENIOR RESIDENT SERVICES ADVOCATE, I WILL PERFORM THESE DUTIES TO THE BEST OF MY ABILITY.

Agreement

BY SIGNING THIS JOB DESCRIPTION, I CERTIFY THAT I HAVE READ THE ABOVE JOB DESCRIPTION AND FULLY UNDERSTAND THE CONDITIONS SET FORTH THEREIN, AND I WILL PERFORM THESE DUTIES TO THE BEST OF MY ABILITY.

Employee Signature

Sign Here

Driver Job Description

Description

Position: Transport Driver

Reports to: Transportation Manager/Administrator

Position Summary

- Assist in safely moving Patients, Residents, and goods to/from the facility and other locations.
-

Qualifications

- Must possess a current Driver's License with a good driving record.
 - Must have the ability to read, write and follow oral and written directions at a level necessary to accomplish the job.
 - Must be able to relate positively and favorably to residents, families and to work cooperatively with other employees.
 - Must maintain regular attendance.
 - Must meet all local health regulations, and pass post-employment physical exam if required. This requirement also includes drug screening, criminal background investigation and reference inquiry.
 - Must be capable of performing the essential job functions of this job.
 - Must be very schedule-oriented and punctual.
-

Duties & Tasks

- Assist in the transport of residents,
- Assist in the loading and unloading of residents from automobiles.
- Obeying traffic laws while transporting residents.
- Adhere to universal precautions and sanitary and infection control policies and procedures,
- Comply with company policies involving all safety and infection control procedures to include the proper use of mechanical lifts, lifting materials and personal protective back supports,
- Understand, comply with and promote all rules and regulations regarding residents' rights; promote positive

- relationships with residents, visitors and regulators, to include presenting a professional appearance,
- Attend and participate in education and orientation and training other staff,
 - Participate in Quality Assurance activities as assigned,
 - Other duties as assigned or needed.
 - Responsible to assist in the maintaining the security of community food inventories.
 - May attend and contribute to weekly skin and weight meetings upon invitation.
-

Cultural Responsibilities

Organizing, Planning, & Decision Making

- Anticipates and systematically analyze problems and opportunities.
- Identifies key tasks and critical sequential steps.
- Establishes priorities, schedules, and contingency plans.
- Analyzes reasonable alternatives and takes actions in a timely manner.
- Efficiently allocates and manages resources.
- Demonstrates sound judgment.

Enterpriser

- Ability to originate, develop and improve methods.
- A self-starter who seizes opportunity to take constructive action without being directed to do so.

Efficiency

- Demonstrates high level of contribution in accuracy, quality, completeness and volume of work.
- Concentrates on important aspects of task objectives.

Eminence & Customer Service

- Assures that internal and external customer expectations are identified and requirements are documented.
- Measures performance and makes necessary improvements.
- Proposes ways to continually improve quality performance.

Professional Knowledge & Skills

- Possesses required knowledge and skills in functional field.
- Demonstrates ability to effectively apply knowledge in accomplishing task objectives.

Communication

- Expresses ideas clearly both verbally and in writing.
- Answers and asks questions skillfully.
- Provides information to subordinates effectively.
- Effective listener.

Principles & Integrity

- Complies with policies, regulations and codes of conduct governing all aspects of job responsibilities.
- Deals with others openly and in a straightforward manner.
- Protects confidential/proprietary information.
- Takes responsibility for own actions and follows through on commitments.

Teamwork & Involvement

- Involves and supports others to get the job done.
- Solicits and provides constructive feedback and exchanges viewpoints openly and honestly.
- Shares relevant information freely and informs others on a timely basis.

Interpersonal Skills

- Exercises tact, courtesy and flexibility in relationships with others.
- Recognizes and deals effectively with interpersonal problems that inhibit task accomplishment.
- Gives and takes criticism constructively.
- Maintains composure under pressure.

Adaptability

- Performs within established policies and procedures.
- Adjusts to change in new tasks and priorities. Is open-minded and tries to understand others' points of view, and seeks, accepts and acts on feedback.

Policy Sustenance

- Supports and effectively carries out company policies and programs including company objectives and human resources policies.
- Effects progress toward achieving the Affirmative Action goals of the company

Recruitment/Development of Employees

- Demonstrates effectiveness in staffing selection.
- Provides opportunities for employees to develop and constructively evaluate their performance appraisals.
- Rewards good performance and addresses poor performers.

Leadership, Efficacy, & Inclusive Management

- Achieves creativity, productivity and cooperative teamwork among employees.
- Encourages and utilizes subordinate inputs and suggestions.
- Effectively utilizes resources to achieve maximum efficiency of operation.

Budget & Schedule Management

- Achieves desired results on schedule and within constraints of budget.
- Monitors and controls task progress and takes prompt remedial action when costs or schedules vary from plans.

Working Environment

- Work may be performed both inside and outside in all areas of the community and in all weather conditions.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Work in clean and comfortable office environments.

Additional Information

- Employee will be required to respond to emergency drills.
- Take business calls at all times when on designated call.

Additional Skills

- Computer operation, writing, speaking, reading the English language.
- Ability to add, subtract, multiply and divide.
- CPR and First Aid certifications are required.

BY SIGNING THIS JOB DESCRIPTION, I CERTIFY THAT I HAVE READ THE ABOVE JOB DESCRIPTION AND FULLY UNDERSTAND THE CONDITIONS SET FORTH THEREIN, AND AS A SENIOR RESIDENT SERVICES ADVOCATE, I WILL PERFORM THESE DUTIES TO THE BEST OF MY ABILITY.

Agreement

BY SIGNING THIS JOB DESCRIPTION, I CERTIFY THAT I HAVE READ THE ABOVE JOB DESCRIPTION AND FULLY UNDERSTAND THE CONDITIONS SET FORTH THEREIN, AND I WILL PERFORM THESE DUTIES TO THE BEST OF MY ABILITY.

Employee Signature

Sign Here

Housekeeping Aide Job Description

Description

Reports to: Administrator

Position Summary

- The Housekeeping position is to maintain the facility in a clean and orderly environment for all residents, staff and visitors who may live, work or visit Maple Springs of Wasilla (SNF)., equipment and utilities are maintained in good working order and facility grounds are properly maintained in accordance with facility policies and state and Federal Regulations.
- Response to resident requests appropriately,
- Always prioritizing their safety and service.

Qualifications

- Related experience at a level necessary to accomplish the job.
- Must have the ability to read, write and follow oral and written directions at a level necessary to accomplish the job.
- Must be able to relate positively and favorably to residents and families and to work cooperatively with other associates.
- Basic understanding of computer technology, including but not limited to email use.
- Must maintain regular attendance.
- Must meet all local health regulations and pass post-employment physical exam if required. This requirement also includes drug screening, criminal background investigation and reference inquiry.
- GED required and college degree preferred.

Duties & Tasks

- Perform a variety of cleaning activities such as sweeping, mopping, dusting and polishing.
- Ensuring all rooms are cared for and inspected according to Maple Springs of Wasilla (SNF) standards.
- Protecting equipment and making sure there are no inadequacies.
- Notify superiors on any damages, deficits and disturbances.
- Deal with reasonable complaints/requests with professionalism and patience
- Check stocking levels of all consumables and replace when appropriate

- Adhere strictly to rules regarding health and safety and be aware of any company-related practices.
- Ensure equipment and work areas are clean, safe and orderly: and strict adherence to procedures regarding cleaners or hazardous materials or objects,
- Ensure Universal Precautions and infection control, isolation, fire, safety and sanitation practices and procedures are followed,
- Promptly address any hazardous conditions and equipment,
- Comply with Maple Springs of Wasilla (SNF) policies involving all safety and infection control procedures.
- Understand, comply with and promote all rules and regulations regarding residents' rights.
- Promote positive relationships with residents, visitors and regulators to include presenting a professional appearance,
- Attend and participate in educational activities, in-service training and staff meetings,
- Participate in Quality Assurance activities as assigned,
- Other duties as assigned or needed,
- Do you have any pre-existent conditions that may prevent you from performing the above essential physical functions of the position? If yes, please explain:Pre-existing Conditions:

Cultural Responsibilities

Organizing, Planning, & Decision Making

- Anticipates and systematically analyze problems and opportunities.
- Identifies key tasks and critical sequential steps.
- Establishes priorities, schedules, and contingency plans.
- Analyzes reasonable alternatives and takes actions in a timely manner.
- Efficiently allocates and manages resources.
- Demonstrates sound judgment.

Enterpriser

- Ability to originate, develop and improve methods.
- A self-starter who seizes opportunity to take constructive action without being directed to do so.

Efficiency

- Demonstrates high level of contribution in accuracy, quality, completeness and volume of work.
- Concentrates on important aspects of task objectives.

Eminence & Customer Service

- Assures that internal and external customer expectations are identified and requirements are documented.
- Measures performance and makes necessary improvements.
- Proposes ways to continually improve quality performance.

Professional Knowledge & Skills

- Possesses required knowledge and skills in functional field.
- Demonstrates ability to effectively apply knowledge in accomplishing task objectives.

Communication

- Expresses ideas clearly both verbally and in writing.
- Answers and asks questions skillfully.
- Provides information to subordinates effectively.
- Effective listener.

Principles & Integrity

- Complies with policies, regulations and codes of conduct governing all aspects of job responsibilities.
- Deals with others openly and in a straightforward manner.
- Protects confidential/proprietary information.
- Takes responsibility for own actions and follows through on commitments.

Teamwork & Involvement

- Involves and supports others to get the job done.
- Solicits and provides constructive feedback and exchanges viewpoints openly and honestly.
- Shares relevant information freely and informs others on a timely basis.

Interpersonal Skills

- Exercises tact, courtesy and flexibility in relationships with others.
- Recognizes and deals effectively with interpersonal problems that inhibit task accomplishment.
- Gives and takes criticism constructively.
- Maintains composure under pressure.

Adaptability

- Performs within established policies and procedures.
- Adjusts to change in new tasks and priorities. Is open-minded and tries to understand others' points of view, and seeks, accepts and acts on feedback.

Policy Sustenance

- Supports and effectively carries out company policies and programs including company objectives and human resources policies.
- Effects progress toward achieving the Affirmative Action goals of the company

Recruitment/Development of Employees

- Demonstrates effectiveness in staffing selection.
- Provides opportunities for employees to develop and constructively evaluate their performance appraisals.
- Rewards good performance and addresses poor performers.

Leadership, Efficacy, & Inclusive Management

- Achieves creativity, productivity and cooperative teamwork among employees.
- Encourages and utilizes subordinate inputs and suggestions.
- Effectively utilizes resources to achieve maximum efficiency of operation.

Budget & Schedule Management

- Achieves desired results on schedule and within constraints of budget.
- Monitors and controls task progress and takes prompt remedial action when costs or schedules vary from plans.

Working Environment

- Work may be performed both inside and outside in all areas of the community and in all weather conditions.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Work in clean and comfortable office environments.

Additional Information

- Employee will be required to respond to emergency drills.
- Take business calls at all times when on designated call.

Other Job Requirements

- Experience in marketing and community relations relating to geriatric population.
- Familiarity with event planning and coordination utilizing strong oral and written skills.
- Experience in staff supervision.

Additional Skills

- Computer operation, writing, speaking, reading the English language.
- Ability to add, subtract, multiply and divide.
- CPR and First Aid certifications are required.

Agreement

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Employee Signature

Sign Here

Human Resource Manager Job Description

Description

Position Description and Responsibilities

- Assumes responsibility for Agency's human resource functions, including employee recruitment, retention, benefits administration, and policy development.

Reports To

- Administrator

Qualifications

- Education, preparation and/or experience to include:
 - Bachelor's degree in business, personnel management or related field.
 - Minimum of two (2) years experience in healthcare, management or human resource coordination; preferably within a health care setting.
 - Current knowledge of all state and federal employment laws including ADA and civil rights requirements.
 - Knowledge of state, federal, Medicare, CHAP, and Joint Commission regulations related to employment, training, and competency.
 - Knowledge of employment benefits and experience in workers' compensation claims.
 - Effective communication skills (verbal and written), documentation skills, interpersonal skills, and problem-solving skills.
 - Demonstrates organizational and assertiveness skills, flexibility and ability to work effectively in teams.
- Functions
 - Plans, and directs, daily human resource operations including establishing and implementing human resource policies.
 - Participates in all recruitment and retention functions of the Agency.
 - Develops and places recruitment ads.
 - Interviews applicants for job openings. Hires or refers candidates to appropriate supervisors.
 - Conducts reference checks.
 - Participates in the development of screening tools/tests to assess applicant knowledge and skills required for posted positions.
 - Reviews job descriptions annually to ensure consistency with recruitment and hiring practices and to assure compliance with regulations and CHAP requirements.

- Facilitates the orientation program.
- Maintains applicant tracking system and statistics necessary to demonstrate compliance with applicable laws and Agency quality standards.
- Maintains recruiting and retention statistics necessary for compliance with applicable laws and Agency quality standards.
- Provides staff direction in matters of personnel policy and human resource issues.
- Assures accurate and timely management of personnel records for Agency staff.
- Assures documentation requirements are met for regulatory bodies and in compliance with local and federal laws.
- Prepares benefit-related documents and coordinates with Finance department in matters applicable to pay and billing.
- Monitors wage, salary and benefit structures in the community and makes recommendations to the Administrator for adjustments to assure Agency is competitive in local markets.
- Administers Agency benefit programs.
- Participates in policy development related to benefit programs and administration of benefits.
- Reviews personnel policies and employee handbooks to assure accuracy and Agency compliance.
- Assists in budget preparation for the Human Resource department and monitors the allocation of resources according to budgetary limitations.
- Recruits, hires and manages members of the Human Resource department.
- Performs job in compliance with Agency policies and procedures and professional and community standards.
- Implements systems to monitor department performance and assure compliance with Agency policies and identified regulatory bodies.
- Demonstrates teamwork and effective communication to accomplish Agency goals.
- Participates in Agency/team meetings as required.
- Provides education and information to other departments and Agency staff in areas of personnel management, regulatory compliance issues, benefit coordination, recruitment and retention programs.
- Participates in the Agency quality improvement activities.
- Participates in Agency orientation programs and development of materials to communicate Agency information to new hires.
- Performs other activities and duties as deemed necessary.

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Employee Signature

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Infection Preventionist Job Description

Description

INFECTION PREVENTIONIST JOB DESCRIPTION:

In this position you will:

- Assist with the review of microbiological reports
- Maintain concurrent record review, data collection and data analysis
- Assist in preparation to address infection control standards required by all infection control regulations required by federal, state, and local laws
- Perform education and training to employees and physicians
- Report regularly to the Quality Assurance and Performance Improvement (QAPI) Committee about the state of infectious disease in this facility

QUALIFICATIONS:

- Required qualifications for this position include:
- Bachelor's degree in a healthcare-related discipline
- Knowledge of the principles of epidemiology, statistics, sterilization, disinfection, and sanitation
- Knowledge of adult education principles
- Ability to read and interpret medical records, microbiology reports and enter data into a database
- Preferred qualifications for this position include:
- Nursing, Microbiology, or Pharmacy degree
- Licensed as a Registered Nurse in the State of Alaska
- Licensure/certification in infection control
- Experience with responsibility for infection control procedures programs

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Licensed Practical Nurse Job Description

Description

Reports to: Director of Nursing

Position Summary

- Under the supervision of the registered nurse (RN), advanced practice registered nurse, licensed physician or other health care provider authorized by the state; will participate in the development, implementation and modification of the comprehensive plan of care for community residents.
- They will practice within the legal boundaries for practical nursing authorized by the state for the delivery of resident/patient care and related services.

Qualifications

- Ongoing pursuit of Continuing Education Credits in clinical subjects, management, personal growth and development.
- Demonstrates working knowledge of infection control principles and practices. Proven ability to communicate effectively and positively with staff, residents and family members.
- Basic computer knowledge and ability, with an aptitude to learn company software.
- Must be capable of maintaining regular attendance.
- Must meet all local health regulation and pass post-employment physical exam if required. This requirement also includes drug screening, criminal background investigation and reference inquiry.
- Demonstrates understanding that state and federal rules and regulations that govern the practices within the facility.
- Recent clinical experience, education, or specialty skills specific to geriatrics preferred.
- Must hold and maintain a current license in the practicing state of operation.

Duties & Tasks

Assessment Responsibilities

- Adhere to state rules and regulations concerning delivery of care and assures that effective quality nursing care is delivered which is outcome focused through utilization of the nursing process,
- Effectively communicate with the resident/responsible party to obtain information required for developing and

implementing a plan of care,

- Demonstrate ability to perform physical assessment through observation, inspection, palpation, percussion and auscultation,
- Identify needs and provide input for discharge planning and follow-up throughout length of stay. Service/Care Planning, Implementation, Evaluation & Delivery
- Functions as a member of the health care team, assisting with the development and modification of individualized plans of care in collaboration with the resident/responsible party and other members of the interdisciplinary care team.
- Conducts evaluations of the resident's status and situation that contributes to ongoing collection of caregiving information,
- Assists in the identification of resident needs for the development of realistic and obtainable long and short-term goals for the residents with time frames for outcome evaluations,
- Implements appropriate nursing interventions consistent with the resident plan of care, plans for episodic nursing care and documents appropriately in the medical record,
- Assists with the modification of the plan of care through appropriate documentation in the medical record regarding resident surveillance and monitoring, observation for signs and symptoms and changes in resident condition,
- Implements teaching with resident/responsible party consistent with interdisciplinary plan of care.
- Implement plan of care consistently, effectively and cost efficiently with focus on resident centered outcomes. Identify rationale and anticipated outcomes for each nursing intervention,
- Assume responsibility for care interventions consistent with skill level and professional standards of care,
- Utilize time efficiently to assure completion of duties and responsibilities in allotted time frame. Utilize professional and sound judgment in delivery of care which is cost efficient but does not jeopardize safe, effective care delivery,
- Follow Maple Springs of Wasilla (SNF)'s policies and procedures to ensure a safe, caring, comfortable and clean environment.
- Utilize all appropriate, available resources for resident/family/responsible party counseling and discharge planning,
- Keep physician and/or other health care professionals (Registered Nurse, Nurse Practitioner, Physician Assistant, podiatrist, dentist, etc.) informed of resident's condition; and notify physician and/or other health care professionals immediately of significant changes of condition,
- Work in collaboration with physician and/or other health care professionals by sharing information relevant to changing plan of care, question and seek clarification of unclear orders,
- Provide oral care and hygiene pursuant to plan of care,
- Evaluate effectiveness of the plan of care in conjunction with the interdisciplinary care team and make changes as needs are recognized, take responsibility for evaluating nursing care delivered,
- Elicit feedback from individual being served and/or family or responsible party to determine that their needs are being met,
- Deliver and maintain optimum resident care and comfort by demonstrating knowledge and skills of current nursing practices,
- Transcribe physician and/or other health care professionals' orders appropriately and accurately,

- Ask for clarification of questionable orders from the ordering physician and/or other health care professionals,
- Perform only those activities, which are within the scope of acceptable LPN practice,
- Administer medication and perform treatments accurately. Notify physician and/or other health care professionals if orders are not carried out and document event appropriately,
- Ensure accurate documentation of all medical records and reporting forms. Promptly respond to call lights and other resident needs.
- Will stay within appropriate scope of practice for LPN licensure.

Supervisory Tasks

- Supervise Certified Nurse Assistants and other personnel, may be asked to supervise other Licensed Practical Nursing's,
- Coach, counsel and assign Certified Nurse Assistants to provide quality resident care, independently evaluate the job skills and work performance of the Certified Nurse Assistants through the formal performance evaluation process,
- Appropriately discipline as directed by DON or Administrator to Certified Nurse Assistants and other nurses for violations of work rules, policies or poor performance, including the recommendation of suspensions and terminations,
- Recognize Certified Nurse Assistants and other Nurses for exceptional care and job performance on a regular basis and as part of their formal performance evaluation,
- Assign Certified Nurse Assistants and other Nurses specific duties for resident care as directed by DON or Administrator,
- May be asked to assign hours, breaks and meal periods to Certified Nurse Assistants and other nurses,
- May be asked to ensure proper staffing by calling in replacement employees for Certified Nurse Assistants and other nurses not reporting for work and by transferring or reassigning Certified Nurse Assistants and other Nurses to ensure adequate staffing levels,
- Train and/or assist in the orientation of new employees, Attempt to effectively resolve Certified Nursing Assistants' and other Nurses' problems, complaints and grievances in conjunction with DON or Administrator,
- Attend and participate in supervisory meetings when requested. Support and follow through with management team goals. - Perform other management duties as assigned.

Residents' Rights & Safety

- Demonstrate strong ethical practices regarding individual/resident rights as stated in company policy,
- Support resident autonomy and choice. Demonstrate both sensitivity and appropriate responsiveness to each resident's end of life wishes,
- Demonstrate safe practices in regard to resident's comfort and safety by applying knowledge of proper body alignment for self and resident,

- Practice and promote adherence to institutional safety codes. Promote a restraint-free environment.

Pharmacy Responsibilities & Infection Control

- Maintain an updated knowledge base in pharmacology. Demonstrate knowledge of policies governing medication administration and documentation,
- Demonstrate knowledge of drug reactions and sensitivities and nursing interventions,
- Assure that narcotics are accounted for properly,
- Apply adult learning principles when educating individuals, family members or responsible party regarding the resident's medication regimen,
- Recognize normal and irregular lab values and communicate it in appropriate manner to physician and other interdisciplinary team members as appropriate,
- Demonstrate working knowledge of infection control practices.

Continuing Education

- Recognize self-evaluation and self-development as important tools in maintaining high standards of care and professionalism, and seek and provide peer support and consultation,
- Participate in facility/department in-services. Attend continuing education programs. Attend facility/department/staff meetings as required.

Safety & Other Responsibilities

- Comply with, support and enforce Company policies involving all safety and infection control procedures to include the proper use of mechanical lifts, other lifting methods while utilizing personal protective back supports,
- Must perform duties inside the state nurse practice act,
- Participate in Quality Assurance activities as assigned,
- Physical and Sensory Requirements (With or Without Aid of Mechanical Devices): Walking/mobility, reaching, bending, grasping, pushing, lifting, transferring and repositioning residents, pulling, fine hand coordination,
- Ability to read and write; ability to understand and follow written and oral instructions; ability to verbally communicate with residents and others,
- Ability to distinguish smells, tastes and temperatures; ability to hear and respond to pages,
- Do you have any pre-existent conditions that may prevent you from performing the above essential physical functions of the position? If yes, please explain: Pre Existing Conditions:

Cultural Responsibilities

Organizing, Planning, & Decision Making

- Anticipates and systematically analyze problems and opportunities.
- Identifies key tasks and critical sequential steps.
- Establishes priorities, schedules, and contingency plans.
- Analyzes reasonable alternatives and takes actions in a timely manner.
- Efficiently allocates and manages resources.
- Demonstrates sound judgment.

Enterpriser

- Ability to originate, develop and improve methods.
- A self-starter who seizes opportunity to take constructive action without being directed to do so.

Efficiency

- Demonstrates high level of contribution in accuracy, quality, completeness and volume of work.
- Concentrates on important aspects of task objectives.

Eminence & Customer Service

- Assures that internal and external customer expectations are identified and requirements are documented.
- Measures performance and makes necessary improvements.
- Proposes ways to continually improve quality performance.

Professional Knowledge & Skills

- Possesses required knowledge and skills in functional field.
- Demonstrates ability to effectively apply knowledge in accomplishing task objectives.

Communication

- Expresses ideas clearly both verbally and in writing.
- Answers and asks questions skillfully.
- Provides information to subordinates effectively.
- Effective listener.

Principles & Integrity

- Complies with policies, regulations and codes of conduct governing all aspects of job responsibilities.
- Deals with others openly and in a straightforward manner.
- Protects confidential/proprietary information.
- Takes responsibility for own actions and follows through on commitments.

Teamwork & Involvement

- Involves and supports others to get the job done.
- Solicits and provides constructive feedback and exchanges viewpoints openly and honestly.
- Shares relevant information freely and informs others on a timely basis.

Interpersonal Skills

- Exercises tact, courtesy and flexibility in relationships with others.
- Recognizes and deals effectively with interpersonal problems that inhibit task accomplishment.
- Gives and takes criticism constructively.
- Maintains composure under pressure.

Adaptability

- Performs within established policies and procedures.
- Adjusts to change in new tasks and priorities. Is open-minded and tries to understand others' points of view.
- Seeks, accepts and acts on feedback.

Policy Sustenance

- Supports and effectively carries out company policies and programs including company objectives and human resources policies.
- Effects progress toward achieving the Affirmative Action goals of the company

Recruitment/Development of Employees

- Demonstrates effectiveness in staffing selection.
- Provides opportunities for employees to develop and constructively evaluate their performance appraisals.

- Rewards good performance and addresses poor performers.

Leadership, Efficacy, & Inclusive Management

- Achieves creativity, productivity and cooperative teamwork among employees.
- Encourages and utilizes subordinate inputs and suggestions.
- Effectively utilizes resources to achieve maximum efficiency of operation.

Budget & Schedule Management

- Achieves desired results on schedule and within constraints of budget.
- Monitors and controls task progress and takes prompt remedial action when costs or schedules vary from plans.

Working Environment

- Work may be performed both inside and outside in all areas of the community and in all weather conditions.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Work in clean and comfortable office environments.

Additional Information

- Employee will be required to respond to emergency drills.
- Take business calls at all times when on designated call.

Additional Skills

- Computer operation, writing, speaking, reading the English language.
- Ability to add, subtract, multiply and divide.
- CPR and First Aid certifications are required.

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Employee Signature

Sign Here

Maintenance Director Job Description

Description

Reports to: Administrator

Position Summary

- Ensure the building(s), equipment and utilities are maintained in good working order and facility grounds are properly maintained in accordance with facility policies and state and Federal Regulations.
- Ensure that the outside grounds are beautiful and manicured per Maple Springs of Wasilla (SNF) standards.
- Response to resident requests appropriately,
- Always prioritizing their safety and service.

Qualifications

- Related experience at a level necessary to accomplish the job.
- Must have the ability to read, write and follow oral and written directions at a level necessary to accomplish the job.
- Must be able to relate positively and favorably to residents and families and to work cooperatively with other associates.
- Basic understanding of computer technology, including but not limited to email use.
- Must maintain regular attendance.
- Must meet all local health regulations and pass post-employment physical exam if required. This requirement also includes drug screening, criminal background investigation and reference inquiry.
- GED required and college degree preferred.

Duties & Tasks

- Perform minor repairs and supervise the day-to-day repair, improvement and preventative maintenance of the building, equipment, lawn and grounds,
- Arrange for and manage outside repair, maintenance and construction services according to procedures; and may perform and supervise floor care,
- Supervise maintenance in the day to day facility operations of assigned areas.
- Follow preventative maintenance plan and set priorities,
- Assist with orientation of new staff,

- Communicate policies, assist and coach as needed.
- Maintain, record, manage budgets and supplies and fulfill department head responsibilities,
- Ensure equipment and work areas are clean, safe and orderly: and strict adherence to procedures regarding cleaners or hazardous materials or objects,
- Ensure Universal Precautions and infection control, isolation, fire, safety and sanitation practices and procedures are followed,
- Promptly address any hazardous conditions and equipment,
- Comply with Maple Springs of Wasilla (SNF) policies involving all safety and infection control procedures to include the proper use of mechanical lifts, belts and personal protective back supports,
- Understand, comply with and promote all rules and regulations regarding residents' rights.
- Promote positive relationships with residents, visitors and regulators to include presenting a professional appearance,
- Attend and participate in educational activities, in-service training and staff meetings,
- Participate in Quality Assurance activities as assigned,
- Other duties as assigned or needed,
- Do you have any pre-existent conditions that may prevent you from performing the above essential physical functions of the position? If yes, please explain:Pre-existing Conditions:

Cultural Responsibilities

Organizing, Planning, & Decision Making

- Anticipates and systematically analyze problems and opportunities.
- Identifies key tasks and critical sequential steps.
- Establishes priorities, schedules, and contingency plans.
- Analyzes reasonable alternatives and takes actions in a timely manner.
- Efficiently allocates and manages resources.
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Efficiency

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- Concentrates on important aspects of task objectives.

Eminence & Customer Service

- Assures that internal and external customer expectations are identified and requirements are documented.
- Measures performance and makes necessary improvements.
- Proposes ways to continually improve quality performance.

Professional Knowledge & Skills

- Possesses required knowledge and skills in functional field.
- Demonstrates ability to effectively apply knowledge in accomplishing task objectives.

Communication

- Expresses ideas clearly both verbally and in writing.
- Answers and asks questions skillfully.
- Provides information to subordinates effectively.
- Effective listener.

Principles & Integrity

- Complies with policies, regulations and codes of conduct governing all aspects of job responsibilities.
- Deals with others openly and in a straightforward manner.
- Protects confidential/proprietary information.
- Takes responsibility for own actions and follows through on commitments.

Teamwork & Involvement

- Involves and supports others to get the job done.
- Solicits and provides constructive feedback and exchanges viewpoints openly and honestly.
- Shares relevant information freely and informs others on a timely basis.

Interpersonal Skills

- Exercises tact, courtesy and flexibility in relationships with others.
- Recognizes and deals effectively with interpersonal problems that inhibit task accomplishment.
- Gives and takes criticism constructively.
- Maintains composure under pressure.

Adaptability

- Performs within established policies and procedures.
- Adjusts to change in new tasks and priorities. Is open-minded and tries to understand others' points of view, and seeks, accepts and acts on feedback.

Policy Sustenance

- Supports and effectively carries out company policies and programs including company objectives and human resources policies.
- Effects progress toward achieving the Affirmative Action goals of the company

Recruitment/Development of Employees

- Demonstrates effectiveness in staffing selection.
- Provides opportunities for employees to develop and constructively evaluate their performance appraisals.
- Rewards good performance and addresses poor performers.

Leadership, Efficacy, & Inclusive Management

- Achieves creativity, productivity and cooperative teamwork among employees.
- Encourages and utilizes subordinate inputs and suggestions.
- Effectively utilizes resources to achieve maximum efficiency of operation.

Budget & Schedule Management

- Achieves desired results on schedule and within constraints of budget.
- Monitors and controls task progress and takes prompt remedial action when costs or schedules vary from plans.

Working Environment

- Work may be performed both inside and outside in all areas of the community and in all weather conditions.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

- Work in clean and comfortable office environments.

Additional Information

- Employee will be required to respond to emergency drills.
- Take business calls at all times when on designated call.

Other Job Requirements

- Experience in marketing and community relations relating to geriatric population.
- Familiarity with event planning and coordination utilizing strong oral and written skills.
- Experience in staff supervision.

Additional Skills

- Computer operation, writing, speaking, reading the English language.
- Ability to add, subtract, multiply and divide.
- CPR and First Aid certifications are required.

Agreement

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Employee Signature

Sign Here

Manager Job Description

Description

Position: Manager

Reports to: Board of Directors

Position Summary

- Accomplish the goals of the company by overseeing and managing Systems, Administrators, and other Department Directors.
-

Qualifications

- Bachelor's degree in Business Administration, Healthcare Administration or related field is preferred.
 - Must be adept in human relations and administrative management.
 - Must possess basic computer skills, including but not limited to email use.
-

Duties & Tasks

- Must be able to relate positively and favorably to residents, families and government regulators, and to work cooperatively with other associates at all levels
 - Must meet all local health regulations, and pass post-employment physical exam if required. This requirement also includes drug screening, criminal background investigation and reference inquiry
 - Carry out the wishes of the Board of Directors and owners of the company.
 - Responsible for overall management of the community with input from the Board of Directors and in conformance with Maple policy
 - Enforces rules and regulations relative to health care and safety of residents and to the protection of the personal and property rights,
 - Assists in preparing annual operating budgets,
 - Assures the accurate and prompt submission of all required reports to the Board of Directors.
 - Reviews and interprets monthly financial statements and provides information to the community's governing board and maintains community records. Studies and acts upon recommendations.
-

Supervisory & Cultural Responsibilities

Organizing, Planning, & Decision Making

- Anticipates and systematically analyze problems and opportunities.
- Identifies key tasks and critical sequential steps.
- Establishes priorities, schedules, and contingency plans.
- Analyzes reasonable alternatives and takes actions in a timely manner.
- Efficiently allocates and manages resources.
- Demonstrates sound judgment.

Enterpriser

- Ability to originate, develop and improve methods.
- A self-starter who seizes opportunity to take constructive action without being directed to do so.

Efficiency

- Demonstrates high level of contribution in accuracy, quality, completeness and volume of work.
- Concentrates on important aspects of task objectives.

Eminence & Customer Service

- Assures that internal and external customer expectations are identified and requirements are documented.
- Measures performance and makes necessary improvements.
- Proposes ways to continually improve quality performance.

Professional Knowledge & Skills

- Possesses required knowledge and skills in functional field.
- Demonstrates ability to effectively apply knowledge in accomplishing task objectives.

Communication

- Expresses ideas clearly both verbally and in writing.
- Answers and asks questions skillfully.
- Provides information to subordinates effectively.
- Effective listener.

Principles & Integrity

- Complies with policies, regulations and codes of conduct governing all aspects of job responsibilities.
- Deals with others openly and in a straightforward manner.
- Protects confidential/proprietary information.
- Takes responsibility for own actions and follows through on commitments.

Teamwork & Involvement

- Involves and supports others to get the job done.
- Solicits and provides constructive feedback and exchanges viewpoints openly and honestly.
- Shares relevant information freely and informs others on a timely basis.

Interpersonal Skills

- Exercises tact, courtesy and flexibility in relationships with others.
- Recognizes and deals effectively with interpersonal problems that inhibit task accomplishment.
- Gives and takes criticism constructively.
- Maintains composure under pressure.

Adaptability

- Performs within established policies and procedures.
- Adjusts to change in new tasks and priorities. Is open-minded and tries to understand others' points of view, and seeks, accepts and acts on feedback.

Policy Sustenance

- Supports and effectively carries out company policies and programs including company objectives and human resources policies.
- Effects progress toward achieving the Affirmative Action goals of the company

Recruitment/Development of Employees

- Demonstrates effectiveness in staffing selection.
- Provides opportunities for employees to develop and constructively evaluate their performance appraisals.
- Rewards good performance and addresses poor performers.

Leadership, Efficacy, & Inclusive Management

- Achieves creativity, productivity and cooperative teamwork among employees.
- Encourages and utilizes subordinate inputs and suggestions.

- Effectively utilizes resources to achieve maximum efficiency of operation.

Budget & Schedule Management

- Achieves desired results on schedule and within constraints of budget.
- Monitors and controls task progress and takes prompt remedial action when costs or schedules vary from plans.

Working Environment

- Work may be performed both inside and outside in all areas of the community and in all weather conditions.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Work in clean and comfortable office environments.

Additional Information

- Employee will be required to respond to emergency drills.
- Take business calls at all times when on designated call.

Other Job Requirements

- Experience in marketing and community relations relating to geriatric population.
- Familiarity with event planning and coordination utilizing strong oral and written skills.
- Experience in staff supervision.

Additional Skills

- Computer operation, writing, speaking, reading the English language.
- Ability to add, subtract, multiply and divide.
- CPR and First Aid certifications are required.

BY SIGNING THIS JOB DESCRIPTION, I CERTIFY THAT I HAVE READ THE ABOVE JOB DESCRIPTION AND FULLY UNDERSTAND THE CONDITIONS SET FORTH THEREIN, AND AS A SENIOR RESIDENT SERVICES ADVOCATE, I WILL PERFORM THESE DUTIES TO THE BEST OF MY ABILITY.

Agreement

BY SIGNING THIS JOB DESCRIPTION, I CERTIFY THAT I HAVE READ THE ABOVE JOB DESCRIPTION AND FULLY UNDERSTAND THE CONDITIONS SET FORTH THEREIN, AND I WILL PERFORM THESE DUTIES TO THE BEST OF MY ABILITY.

Employee Signature

Sign Here

Marketing Director Job Description

Description

Reports to: Agency Administrator

Position Summary

- Manage the community's inquiry and admission process and provide resident and family prospects with community-related information via community tours, personal visits/assessments, conversations and follow-up.
- Coordinate and implement effective community sales and marketing programs.

Qualifications

- Bachelor's Degree in Business/Communications or related field preferred, OR Two (2) years equivalent experience in a sales/marketing position or Director of Admissions position in lieu of degree.
- Previous health care community relations experience preferred.
- Community relations experience preferred. Effective & influential presentation skills required. Strong organizational skills required.
- Knowledge of or ability to learn reimbursement program from payor sources.
- Required Basic understanding of computer technology, including but not limited to email use.
- Must have proven skills in working independently, self-motivated and goal-directed.
- Formal sales training, adult training and team building skills preferred.
- Understanding of advertising, collateral material design/layouts production preferred.
- Must relate professionally to all Maple Springs of Wasilla employees.
- Ability to communicate effectively, both orally and in written form, required.
- Ability to attend meetings, make presentations and meet prospective residents or facilities outside the community.

Duties & Tasks

- Ability to establish and maintain working relationships with multiple and a variety of people and organizations,
- Profound ability to be creative, particularly when preparing, conducting and following up on tours,
- Demonstrates self-confidence in social situations and environments,
- Ability to work flexible hours, as admission responsibilities may dictate,
- Respond to inquiry calls from hospital discharge planners, families, and other referral sources.

- Conduct community tours.
- Manage the admission process by maintaining updated bed availability and community services information at all times.
- Manage the inquiry process professionally, timely and with appropriate follow-up.
- Effectively manage occupancy levels and census/premium mix enhancement,
- Make sales calls outside the community to medical, insurance, legal and financial professionals, senior organizations, appropriate special interest groups, hospital discharge planners and other community contacts.
- Develop and maintain relationships to advise referral sources of bed availability and new products and services, and efficiently meet the daily needs of the community at large.
- Maintain the current database of existing and potential referral sources.
- Utilize Maple Springs of Wasilla sales practices and sales tracking tools,
- Alert appropriate department heads and building staff of projected damages; i.e., admissions, bed changes, and discharges, by chairing daily admission meeting to discuss forthcoming changes,
- Maintain a close working relationship with the Director of Nursing and other office managers to assure appropriate and efficient decisions about prospective admissions.
- Recommend admission decisions to community management. When admissions determinations are made, communicate with nursing and housekeeping about appropriate room and bed selection.
- Ensure appropriate admission papers and signatures are obtained from residents or responsible parties prior to admission. Communicate special needs of new admits to staff to ensure a smooth transition.
- Works with Administrator on the development and implementation of quarterly sales and marketing plans, serve as spokesperson for marketing team meetings, monitor budgets and track results,
- Maintain a working knowledge of Federal and State regulations and reimbursement (Managed Care, Medicare and Medicaid), provide assistance with new employee orientations on these topics and the admission process. Maintain a strong working knowledge of managed care referral process,
- Monitor inquiry, admission and census trends as a part of quality improvement process.
- Prepare the weekly marketing report, an inquiry log and other reports as required.
- Monitor all active and inactive inquiries. Complete and submit Maple sales tracking reports to Administrator on Thursday evenings,
- Maintain a database of medical contracts/community resources along with a knowledge of industry trends and legislative/regulatory issues and communicate this information to community staff and community contacts,
- Monitor and evaluate customer satisfaction; audiences might include new admissions, post discharges, current residents and families, community sources and inquiries who were unable to admit. Share results with the management team, COI committee and others as appropriate to develop action plans, as needed,
- Assist in the development of community materials like brochures, press releases and yellow page advertisements that describe the community services,
- Develop and implement special events and presentations targeted at community education, establishing and maintaining status for the community as the expert on skilled nursing, specialty programs and rehabilitation care in the community,
- Comply with, support and enforce Maple policies involving all and regulations regarding residents' rights;

promote positive relationships with residents, visitors and regulators, to include presenting a professional appearance,

- Must adhere to Maple policy, including documentation and reporting responsibilities. Attend and participate in educational activities, in-service training and staff meetings; assist in orientation and training other staff.
- Attend and contribute to Quality Assurance and Performance Improvement activities upon invitation. Cultural Responsibilities

Organizing, Planning, & Decision Making

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- Demonstrates sound judgment.

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- Ability to originate, develop and improve methods.
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- Concentrates on important aspects of task objectives.

Eminence & Customer Service

- Assures that internal and external customer expectations are identified and requirements are documented.
- Measures performance and makes necessary improvements.
- Proposes ways to continually improve quality performance.

Professional Knowledge & Skills

- Possesses required knowledge and skills in functional field.
- Demonstrates ability to effectively apply knowledge in accomplishing task objectives.

Communication

- Expresses ideas clearly both verbally and in writing.

- Answers and asks questions skillfully.
- Provides information to subordinates effectively.
- Effective listener.

Principles & Integrity

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- Protects confidential/proprietary information.
- Takes responsibility for own actions and follows through on commitments.

Teamwork & Involvement

- Involves and supports others to get the job done.
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- Shares relevant information freely and informs others on a timely basis.

Interpersonal Skills

- Exercises tact, courtesy and flexibility in relationships with others.
- Recognizes and deals effectively with interpersonal problems that inhibit task accomplishment.
- Gives and takes criticism constructively.
- Maintains composure under pressure.

Adaptability

- Performs within established policies and procedures.
- Adjusts to change in new tasks and priorities. Is open-minded and tries to understand others' points of view, and seeks, accepts and acts on feedback.

Policy Sustenance

- Supports and effectively carries out company policies and programs including company objectives and human resources policies.
- Effects progress toward achieving the Affirmative Action goals of the company

Recruitment/Development of Employees

- Demonstrates effectiveness in staffing selection.
- Provides opportunities for employees to develop and constructively evaluate their performance appraisals.

- Rewards good performance and addresses poor performers.

Leadership, Efficacy, & Inclusive Management

- Achieves creativity, productivity and cooperative teamwork among employees.
- Encourages and utilizes subordinate inputs and suggestions.
- Effectively utilizes resources to achieve maximum efficiency of operation.

Budget & Schedule Management

- Achieves desired results on schedule and within constraints of budget.
- Monitors and controls task progress and takes prompt remedial action when costs or schedules vary from plans.

Working Environment

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- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Work in clean and comfortable office environments.

Additional Information

- Employee will be required to respond to emergency drills.
- Take business calls at all times when on designated call.

Additional Skills

- Computer operation, writing, speaking, reading the English language.
- Ability to add, subtract, multiply and divide.
- CPR and First Aid certifications are required.

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Employee Signature

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MDS Coordinator Job Description

Description

Reports to: Director of Nursing

Position Summary

- The Minimum Data Set (MDS) is part of the U.S. federally mandated process for clinical assessment of all residents in Medicare or Medicaid certified nursing homes.
- Responsible for the independent supervision of the delivery of care to a group of residents in a nursing area.
- Assess resident needs, develop individual care plans, administer nursing care, evaluate nursing care, and supervise Certified Nursing Assistants (CNAs) and other personnel in the delivery of nursing care.

Qualifications

- Must hold and maintain a current license to practice as a Registered Nurse in the practicing state.
- Recent clinical experience, education, or specialty skills specific to geriatrics.
- Demonstrate understanding that state and federal rules and regulations govern the practices within the facility.
- Ongoing pursuit of Continuing Education Credits in clinical subjects, management, personal growth and development.
- Demonstrate working knowledge of infection control principles and practices.
- Proven ability to communicate effectively and positively with staff, residents and family members.
- Basic computer knowledge with an aptitude to learn company software.
- Must be capable of maintaining regular attendance.
- Must meet all local health regulations and pass post-employment physical exams, if required. This requirement also includes drug screening, criminal background investigation and reference inquiry.

Duties & Tasks

MDS Responsibilities

Assessment Responsibilities

- Adhere to state rules and regulations concerning delivery of care and assures that effective quality nursing care is delivered which is outcome focused through utilization of the nursing process,
- Effectively communicate with the resident/responsible party to obtain information required for developing and implementing a plan of care,

- Demonstrate ability to perform physical assessment through observation, inspection, palpation, percussion and auscultation,
- Identify needs and provide input for discharge planning and follow-up throughout length of stay.

Service/Care Planning, Implementation, Evaluation & Delivery

- Develop individualized plan of care in collaboration with the resident/responsible party and interdisciplinary care team by documenting problems, statements, goals and approaches in collaboration with other members of the interdisciplinary care team,
- Seek LPN and Certified Nursing Assistant input when developing plan of care,
- Define realistic and obtainable long and short term goals for the residents,
- Initiate appropriate nursing interventions with time frames for outcome evaluations and document appropriately in medical record,
- Revise plan of care with input from resident/responsible party and interdisciplinary care team,
- Implement teaching with resident/responsible party consistent with interdisciplinary plan of care,
- Implement plan of care consistently, effectively and cost efficiently with focus on resident centered outcomes,
- Identify basis and anticipated outcomes for each nursing intervention,
- Assume responsibility for care interventions consistent with skill level and professional standards of care,
- Utilize time efficiently to assure completion of duties and responsibilities in allotted time frame,
- Utilize professional and sound judgment in delivery of care which is cost efficient but does not jeopardize safe, effective care delivery,
- Utilize all appropriate, available resources for resident/family/responsible party counseling and discharge planning,
- Follow company policies and procedures to ensure a safe, caring, comfortable and clean environment,
- Keep physician and/or other health care professionals (Nurse Practitioner, Physician Assistant, podiatrist, dentist, etc.) informed of resident's condition; and notify physician and/or other healthcare professionals immediately of significant changes of condition,
- Work in collaboration with physician and/or other health care professionals by sharing information relevant to changing plan of care,
- Always question and seek clarification of unclear orders,
- Evaluate team and make changes as needs are recognized,
- Critique and take responsibility for evaluating nursing care delivered,
- Utilize the expertise of nursing colleagues to evaluate plan of care. Elicit feedback from individual being served and/or family or responsible party to determine that their needs are being met,
- Evaluate effectiveness of the plan of care in conjunction with the caregiving team,
- Deliver and maintain optimum resident care and comfort by demonstrating knowledge and skills of current nursing practices,
- Transcribe physician and/or other health care professionals' orders appropriately and accurately. Ask for clarification of questionable orders from the ordering physician and/or other health care professionals,

- Notify physician and/or other health care professionals if orders are not carried out and document event appropriately,
- Perform only those activities which are within the scope of RN nursing practice. Follow company, facility and departmental policies and procedures, and appropriately utilize nursing judgment,
- Ensure accurate documentation of all medical records and reporting forms. Promptly respond to call lights and other resident needs.

Supervisory Tasks

- Supervise Certified Nurse Assistants and other personnel, may be asked to supervise other RNs,
- Coach, counsel and assign Certified Nurse Assistants to provide quality resident care, independently evaluate the job skills and work performance of the Certified Nurse Assistants through the formal performance evaluation process,
- Appropriately discipline as directed by DON or Administrator to Certified Nurse Assistants and other nurses for violations of work rules, policies or poor performance, including the recommendation of suspensions and terminations,
- Recognize Certified Nurse Assistants and other Nurses for exceptional care and job performance on a regular basis and as part of their formal performance evaluation,
- Assign Certified Nurse Assistants and other Nurses specific duties for resident care as directed by DON or Administrator,
- May be asked to assign hours, breaks and meal periods to Certified Nurse Assistants and other nurses,
- May be asked to ensure proper staffing by calling in replacement employees for Certified Nurse Assistants and other nurses not reporting for work and by transferring or reassigning Certified Nurse Assistants and other Nurses to ensure adequate staffing levels,
- Train and/or assist in the orientation of new employees, Attempt to effectively resolve Certified Nursing Assistants' and other Nurses' problems, complaints and grievances in conjunction with DON or Administrator,
- Attend and participate in supervisory meetings when requested. Support and follow through with management team goals. - Perform other management duties as assigned.

Residents' Rights & Safety

- Demonstrate strong ethical practices regarding individual/resident rights as stated in company policy,
- Support resident autonomy and choice. Demonstrate both sensitivity and appropriate responsiveness to each resident's end of life wishes,
- Demonstrate safe practices in regard to resident's comfort and safety by applying knowledge of proper body alignment for self and resident,
- Practice and promote adherence to institutional safety codes. Promote a restraint-free environment.

Pharmacy Responsibilities & Infection Control

- Maintain an updated knowledge base in pharmacology. Demonstrate knowledge of policies governing medication administration and documentation,
- Demonstrate knowledge of drug reactions and sensitivities and nursing interventions,
- Assure that narcotics are accounted for properly,
- Apply adult learning principles when educating individuals, family members or responsible party regarding the resident's medication regimen,
- Recognize normal and irregular lab values and communicate it in appropriate manner to physician and other interdisciplinary team members as appropriate,
- Demonstrate working knowledge of infection control practices.

Continuing Education

- Recognize self-evaluation and self-development as important tools in maintaining high standards of care and professionalism,
- Seek and provide peer support and consultation,
- Participate in facility/department in-services. Attend continuing education programs. Attend facility/department/staff meetings as required.

Safety & Other Responsibilities

- Comply with, support and enforce Company policies involving all safety and infection control procedures to include the proper use of mechanical lifts, other lifting methods while utilizing personal protective back supports,
- Must perform duties inside the state nurse practice act,
- Participate in Quality Assurance activities as assigned,
- Physical and Sensory Requirements (With or Without Aid of Mechanical Devices): Walking/mobility, reaching, bending, grasping, pushing, lifting, transferring and repositioning residents, pulling, fine hand coordination,
- Ability to read and write; ability to understand and follow written and oral instructions; ability to verbally communicate with residents and others,
- Ability to distinguish smells, tastes and temperatures; ability to hear and respond to pages,
- Do you have any pre-existent conditions that may prevent you from performing the above essential physical functions of the position? If yes, please explain:Pre Existing Conditions:Pre Existing Conditions

Cultural Responsibilities

Organizing, Planning, & Decision Making

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Policy Sustenance

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Recruitment/Development of Employees

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- Rewards good performance and addresses poor performers.

Leadership, Efficacy, & Inclusive Management

- Achieves creativity, productivity and cooperative teamwork among employees.
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Additional Information

- Employee will be required to respond to emergency drills.
- Take business calls at all times when on designated call.

Additional Skills

- Computer operation, writing, speaking, reading the English language.
- Ability to add, subtract, multiply and divide.
- CPR and First Aid certifications are required.

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Employee Signature

Sign Here

Medical Director Job Description

Description

Position Summary

- The Medical Director assumes responsibility for the medical direction of the Skilled Nursing Facility's clinical services program.
- The Medical Director serves as a member of the interdisciplinary group (IDG), acts as a consultant for medical care and performs liaison activities with members of the local medical community.

Qualifications

Education, preparation and/or experience to include:

- The Medical Director is a doctor of medicine or osteopathy and who holds a license to practice in the state where business is conducted.
- Knowledgeable of the philosophy of skilled nursing and the medical aspects of assisted living care including recent research, trends in assisted living care, and pain and symptom management.

Duties & Tasks

- Assumes overall responsibility for the medical care of patients in the skilled nursing program.
- Reviews patient eligibility for skilled nursing services
- Certifies that patient meets medical criteria for admission and recertification, based on available prognostic indicators.
- Assists the IDG in developing and implementing a plan of care that is coordinated with the patient's primary physician.
- Provides coverage and support to the skilled nursing staff for provision of medical services in the absence of the primary physician or after normal business hours.
- Renders the necessary medical management, in consultation with the primary physician, consistent with the plan of care and the patient's needs.
- Participates in performance improvement activities and IDG meetings and Professional Advisory Committee meetings.
- Acts as a resource to skilled nursing staff, patients, family members, and attending physicians regarding pain and symptom control measures.
- Assists in the development and review of clinical protocols and emergency care procedures and patient care policies.
- Acts as a liaison to physicians in the community, and provides consultation and education to colleagues

related to admissions criteria for skilled nursing and assisted living care.

- Performs home visits for patient assessment and care as needed and appropriate in the absence of the patient's personal physician.

Cultural Responsibilities

Organizing, Planning, & Decision Making

- Anticipates and systematically analyze problems and opportunities.
- Identifies key tasks and critical sequential steps.
- Establishes priorities, schedules, and contingency plans.
- Analyzes reasonable alternatives and takes actions in a timely manner.
- Efficiently allocates and manages resources.
- Demonstrates sound judgment. Enterpriser
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- Shares relevant information freely and informs others on a timely basis. Interpersonal Skills
- Exercises tact, courtesy and flexibility in relationships with others.
- Recognizes and deals effectively with interpersonal problems that inhibit task accomplishment.
- Gives and takes criticism constructively.
- Maintains composure under pressure. Adaptability
- Performs within established policies and procedures.

- Adjusts to change in new tasks and priorities. Is open-minded and tries to understand others' points of view, and seeks, accepts and acts on feedback. Policy Sustenance
- Supports and effectively carries out company policies and programs including company objectives and human resources policies.
- Effects progress toward achieving the Affirmative Action goals of the company Recruitment/Development of Employees
- Demonstrates effectiveness in staffing selection.
- Provides opportunities for employees to develop and constructively evaluate their performance appraisals.
- Rewards good performance and addresses poor performers. Leadership, Efficacy, & Inclusive Management
- Achieves creativity, productivity and cooperative teamwork among employees.
- Encourages and utilizes subordinate inputs and suggestions.
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- Achieves desired results on schedule and within constraints of budget.
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- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Work in clean and comfortable office environments.

Additional Information

- Employee will be required to respond to emergency drills.
- Take business calls at all times when on designated call.

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Employee Signature

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Medical Records Technician Job Description

Description

Maple Springs is a skilled nursing facility that is looking for a Medical Records Technician to maintain records of patient care by compiling, reviewing, and filing resident care documentation. Duties include:

- Maintains medical records operations by following policies and procedures; reporting needed changes.
- Ensures medical record availability by routing records to admissions, physicians, and other authorized clinical staff
- Completes medical record by reviewing information; notifying health care providers of record deficiencies; tracking outstanding records
- Resolves medical record discrepancies by collecting and analyzing information.
- Maintains patient confidence and protects hospital operations by keeping information confidential; following release-of-information protocols.
- Maintains the stability and reputation of the facility by complying with legal requirements.
- Keeps equipment operational by following manufacturer's instructions and established procedures.
- Conserves resources by using equipment and supplies as needed to accomplish job results.
- Contributes to team effort by accomplishing related results as needed.
- Medical Records Technician Skills and Qualifications:

Time Management, Organization, Attention to Detail, Quality Focus, Professionalism, Productivity, Documentation Skills, Written Communication, Data Entry Management.

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Employee Signature

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Medical Social Worker Job Description

Description

Position Summary

- Provides services and/or establishes standards addressing the social and/or emotional factors that impact the client's ability to achieve the goals of the Plan of Care.
 - Provides services under the direction of a physician and in conjunction with other health care team members in accordance with the established policies and practices of the Agency.
-

Qualifications

- Masters Degree from a school of social work accredited by the Council on Social Work Education.
 - Medical Social Work License (for applicable states).
 - Minimum of one year of experience in a health care setting. Home care experience preferred.
 - CPR certification, as applicable.
 - Demonstrates excellent written and verbal communication skills and strong interpersonal skills.
 - Demonstrates knowledge of resources available in the community.
 - Licensed driver with automobile insurance in accordance with state/Agency requirements.
 - Reliable transportation and demonstrated good driving record.
-

Duties & Tasks

Charting

- Documents all findings, plans, interventions, and client progress in the clinical record
- Reviews documentation and assures compliance with regulatory requirements and Agency policy
- Documents any physician orders received pertaining to social work servicesPatient Care
- Works with the family as needed
- Assists the physician in evaluating the patient's needs
- Participates in establishing patient goalsAssessments
- Completes assessments in a timely manner and in accordance with Aegis Homecare policy
- Assesses the psychosocial status of clients to determine factors that may interfere with client's ability to achieve goalsPlan of Care
- Develops a written plan of care in consultation with the physician and other care team members
- Participates in developing, evaluating and revising the plan of care

- Communicates plans and changes to the physician and/or nursing supervisor and other Agency staff through the care plan, written progress notes, and participation in care conferences
- Prepares social histories to augment existing service or to serve as a guide in determining or changing level of service. This may include cultural factors, financial concerns and support system
- Participates in the preparation of the patient transfer, discharge plan and discharge summaryResources
- Identifies and utilizes appropriate community resources and assesses the team members and patient/family's ability to access them
- Consults and coordinates services with other disciplines of the health care team as appropriateTeam Involvement
- Assists other team members in understanding the social and emotional factors related to the health problems
- Participates in team and/or Aegis Hospice meetings
- Demonstrates teamwork and effective communication to accomplish client, team and Agency goalsSupervision
- Supervises the assessment, planning and implementation by the Social Service team
- Instructs and supervises social work assistants in providing services to home care clients
- Evaluates employee performance and provides timely reviewsAgency Improvement
- Participates in in-service programs
- Assists in the development, implementation and evaluation of the ongoing quality improvement process
- Serves on the Clinical Record Review Committee and Professional Advisory Committee; attends meetings as required
- Assists the IDT and Advisory Committee in identifying opportunities to improve services and implement strategies to address unmet needs of clientsOther Functions
- Performs other related duties and responsibilities as deemed necessaryDo you have any pre-existent conditions that may prevent you from performing the above essential physical functions of the position? If yes, please explain:Pre Existing Conditions:

Cultural Responsibilities

Organizing, Planning, & Decision Making

- Anticipates and systematically analyze problems and opportunities.
- Identifies key tasks and critical sequential steps.
- Establishes priorities, schedules, and contingency plans.
- Analyzes reasonable alternatives and takes actions in a timely manner.
- Efficiently allocates and manages resources.
- Demonstrates sound judgment.Enterpriser
- Ability to originate, develop and improve methods.
- A self-starter who seizes opportunity to take constructive action without being directed to do so.Efficiency
- Demonstrates high level of contribution in accuracy, quality, completeness and volume of work.

- Concentrates on important aspects of task objectives.Eminence & Customer Service
- Assures that internal and external customer expectations are identified and requirements are documented.
- Measures performance and makes necessary improvements.
- Proposes ways to continually improve quality performance.Professional Knowledge & Skills
- Possesses required knowledge and skills in functional field.
- Demonstrates ability to effectively apply knowledge in accomplishing task objectives.Communication
- Expresses ideas clearly both verbally and in writing.
- Answers and asks questions skillfully.
- Provides information to subordinates effectively.
- Effective listener.Principles & Integrity
- Complies with policies, regulations and codes of conduct governing all aspects of job responsibilities.
- Deals with others openly and in a straightforward manner.
- Protects confidential/proprietary information.
- Takes responsibility for own actions and follows through on commitments.Teamwork & Involvement
- Involves and supports others to get the job done.
- Solicits and provides constructive feedback and exchanges viewpoints openly and honestly.
- Shares relevant information freely and informs others on a timely basis.Interpersonal Skills
- Exercises tact, courtesy and flexibility in relationships with others.
- Recognizes and deals effectively with interpersonal problems that inhibit task accomplishment.
- Gives and takes criticism constructively.
- Maintains composure under pressure.Adaptability
- Performs within established policies and procedures.
- Adjusts to change in new tasks and priorities. Is open-minded and tries to understand others' points of view, and seeks, accepts and acts on feedback.Policy Sustenance
- Supports and effectively carries out company policies and programs including company objectives and human resources policies.
- Effects progress toward achieving the Affirmative Action goals of the companyRecruitment/Development of Employees
- Demonstrates effectiveness in staffing selection.
- Provides opportunities for employees to develop and constructively evaluate their performance appraisals.
- Rewards good performance and addresses poor performers.Leadership, Efficacy, & Inclusive Management
- Achieves creativity, productivity and cooperative teamwork among employees.
- Encourages and utilizes subordinate inputs and suggestions.
- Effectively utilizes resources to achieve maximum efficiency of operation.Budget & Schedule Management
- Achieves desired results on schedule and within constraints of budget.
- Monitors and controls task progress and takes prompt remedial action when costs or schedules vary from plans.

Working Environment

- Work may be performed both inside and outside in all areas of the community and in all weather conditions.
 - Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
 - Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
 - Work in clean and comfortable office environments.
-

Additional Information

- Employee will be required to respond to emergency drills.
 - Take business calls at all times when on designated call.
-

Additional Skills

- Computer operation, writing, speaking, reading the English language.
- Ability to add, subtract, multiply and divide.
- CPR and First Aid certifications are required.

Agreement

BY SIGNING THIS JOB DESCRIPTION, I CERTIFY THAT I HAVE READ THE ABOVE JOB DESCRIPTION AND FULLY UNDERSTAND THE CONDITIONS SET FORTH THEREIN, AND I WILL PERFORM THESE DUTIES TO THE BEST OF MY ABILITY.

Employee Signature

Sign Here

Nurse Practitioner Job Description

Description

Reports to: Medical Director

Position Summary

- Responsible for the independent supervision of the delivery of care to a group of residents in a nursing area.
- Assess resident needs, develop individual care plans, administer nursing care, evaluate nursing care, and supervise Certified Nursing Assistants (CNAs) and other personnel in the delivery of nursing care.
- Taking call and doing regulatory visits per CMS regulations.

Qualifications

- Must hold and maintain a current license to practice as a Nurse Practitioner in the practicing state.
- Recent clinical experience, education, or specialty skills specific to geriatrics.
- Demonstrate understanding that state and federal rules and regulations govern the practices within the facility.
- Ongoing pursuit of Continuing Education Credits in clinical subjects, management, personal growth and development.
- Demonstrate working knowledge of infection control principles and practices.
- Proven ability to communicate effectively and positively with staff, residents and family members.
- Basic computer knowledge with an aptitude to learn company software.
- Must be capable of maintaining regular attendance.
- Must meet all local health regulations and pass post-employment physical exams, if required. This requirement also includes drug screening, criminal background investigation and reference inquiry.

Duties & Tasks

Assessment Responsibilities

- Adhere to state rules and regulations concerning delivery of care and assures that effective quality nursing care is delivered which is outcome focused through utilization of the nursing process,
- Effectively communicate with the resident/responsible party to obtain information required for developing and implementing a plan of care,

- Demonstrate ability to perform physical assessment through observation, inspection, palpation, percussion and auscultation,
- Identify needs and provide input for discharge planning and follow-up throughout length of stay.

Service/Care Planning, Implementation, Evaluation & Delivery

- Develop individualized plan of care in collaboration with the resident/responsible party and interdisciplinary care team by documenting problems, statements, goals and approaches in collaboration with other members of the interdisciplinary care team,
- Seek LPN and Certified Nursing Assistant input when developing plan of care,
- Define realistic and obtainable long and short term goals for the residents,
- Initiate appropriate nursing interventions with time frames for outcome evaluations and document appropriately in medical record,
- Revise plan of care with input from resident/responsible party and interdisciplinary care team,
- Implement teaching with resident/responsible party consistent with interdisciplinary plan of care,
- Implement plan of care consistently, effectively and cost efficiently with focus on resident centered outcomes,
- Identify basis and anticipated outcomes for each nursing intervention,
- Assume responsibility for care interventions consistent with skill level and professional standards of care,
- Utilize time efficiently to assure completion of duties and responsibilities in allotted time frame,
- Utilize professional and sound judgment in delivery of care which is cost efficient but does not jeopardize safe, effective care delivery,
- Utilize all appropriate, available resources for resident/family/responsible party counseling and discharge planning,
- Follow company policies and procedures to ensure a safe, caring, comfortable and clean environment,
- Keep physician and/or other health care professionals (Nurse Practitioner, Physician Assistant, podiatrist, dentist, etc.) informed of resident's condition; and notify physician and/or other healthcare professionals immediately of significant changes of condition,
- Work in collaboration with physician and/or other health care professionals by sharing information relevant to changing plan of care,
- Always question and seek clarification of unclear orders,
- Evaluate team and make changes as needs are recognized,
- Critique and take responsibility for evaluating nursing care delivered,
- Utilize the expertise of nursing colleagues to evaluate plan of care. Elicit feedback from individual being served and/or family or responsible party to determine that their needs are being met,
- Evaluate effectiveness of the plan of care in conjunction with the caregiving team,
- Deliver and maintain optimum resident care and comfort by demonstrating knowledge and skills of current nursing practices,
- Transcribe physician and/or other health care professionals' orders appropriately and accurately. Ask for clarification of questionable orders from the ordering physician and/or other health care professionals,

- Notify physician and/or other health care professionals if orders are not carried out and document event appropriately,
- Perform only those activities which are within the scope of RN nursing practice. Follow company, facility and departmental policies and procedures, and appropriately utilize nursing judgment,
- Ensure accurate documentation of all medical records and reporting forms. Promptly respond to call lights and other resident needs.

Supervisory Tasks

- Supervise Certified Nurse Assistants and other personnel, may be asked to supervise other RNs,
- Coach, counsel and assign Certified Nurse Assistants to provide quality resident care, independently evaluate the job skills and work performance of the Certified Nurse Assistants through the formal performance evaluation process,
- Appropriately discipline as directed by Medical Director or Administrator to Certified Nurse Assistants and other nurses for violations of work rules, policies or poor performance, including the recommendation of suspensions and terminations,
- Recognize Certified Nurse Assistants and other Nurses for exceptional care and job performance on a regular basis and as part of their formal performance evaluation,
- Assign Certified Nurse Assistants and other Nurses specific duties for resident care as directed by DON or Administrator,
- May be asked to assign hours, breaks and meal periods to Certified Nurse Assistants and other nurses,
- May be asked to ensure proper staffing by calling in replacement employees for Certified Nurse Assistants and other nurses not reporting for work and by transferring or reassigning Certified Nurse Assistants and other Nurses to ensure adequate staffing levels,
- Train and/or assist in the orientation of new employees, Attempt to effectively resolve Certified Nursing Assistants' and other Nurses' problems, complaints and grievances in conjunction with DON, Medical Director or Administrator,
- Attend and participate in supervisory meetings when requested. Support and follow through with management team goals. - Perform other management duties as assigned.

Residents' Rights & Safety

- Demonstrate strong ethical practices regarding individual/resident rights as stated in company policy,
- Support resident autonomy and choice. Demonstrate both sensitivity and appropriate responsiveness to each resident's end of life wishes,
- Demonstrate safe practices in regard to resident's comfort and safety by applying knowledge of proper body alignment for self and resident,
- Practice and promote adherence to institutional safety codes. Promote a restraint-free environment.

Pharmacy Responsibilities & Infection Control

- Maintain an updated knowledge base in pharmacology. Demonstrate knowledge of policies governing medication administration and documentation,
- Demonstrate knowledge of drug reactions and sensitivities and nursing interventions,
- Assure that narcotics are accounted for properly,
- Apply adult learning principles when educating individuals, family members or responsible party regarding the resident's medication regimen,
- Recognize normal and irregular lab values and communicate it in appropriate manner to physician and other interdisciplinary team members as appropriate,
- Demonstrate working knowledge of infection control practices.

Continuing Education

- Recognize self-evaluation and self-development as important tools in maintaining high standards of care and professionalism,
- Seek and provide peer support and consultation,
- Participate in facility/department in-services. Attend continuing education programs. Attend facility/department/staff meetings as required.

Safety & Other Responsibilities

- Comply with, support and enforce Company policies involving all safety and infection control procedures to include the proper use of mechanical lifts, other lifting methods while utilizing personal protective back supports,
- Must perform duties inside the state nurse practice act,
- Participate in Quality Assurance activities as assigned,
- Physical and Sensory Requirements (With or Without Aid of Mechanical Devices): Walking/mobility, reaching, bending, grasping, pushing, lifting, transferring and repositioning residents, pulling, fine hand coordination,
- Ability to read and write; ability to understand and follow written and oral instructions; ability to verbally communicate with residents and others,
- Ability to distinguish smells, tastes and temperatures; ability to hear and respond to pages,
- Do you have any pre-existent conditions that may prevent you from performing the above essential physical functions of the position? If yes, please explain: Pre Existing Conditions:

Cultural Responsibilities

Organizing, Planning, & Decision Making

- Anticipates and systematically analyze problems and opportunities.

- Identifies key tasks and critical sequential steps.
- Establishes priorities, schedules, and contingency plans.
- Analyzes reasonable alternatives and takes actions in a timely manner.
- Efficiently allocates and manages resources.
- Demonstrates sound judgment.

Enterpriser

- Ability to originate, develop and improve methods.
- A self-starter who seizes opportunity to take constructive action without being directed to do so.

Efficiency

- Demonstrates high level of contribution in accuracy, quality, completeness and volume of work.
- Concentrates on important aspects of task objectives.

Eminence & Customer Service

- Assures that internal and external customer expectations are identified and requirements are documented.
- Measures performance and makes necessary improvements.
- Proposes ways to continually improve quality performance.

Professional Knowledge & Skills

- Possesses required knowledge and skills in functional field.
- Demonstrates ability to effectively apply knowledge in accomplishing task objectives.

Communication

- Expresses ideas clearly both verbally and in writing.
- Answers and asks questions skillfully.
- Provides information to subordinates effectively.
- Effective listener.

Principles & Integrity

- Complies with policies, regulations and codes of conduct governing all aspects of job responsibilities.

- Deals with others openly and in a straightforward manner.
- Protects confidential/proprietary information.
- Takes responsibility for own actions and follows through on commitments.

Teamwork & Involvement

- Involves and supports others to get the job done.
- Solicits and provides constructive feedback and exchanges viewpoints openly and honestly.
- Shares relevant information freely and informs others on a timely basis.

Interpersonal Skills

- Exercises tact, courtesy and flexibility in relationships with others.
- Recognizes and deals effectively with interpersonal problems that inhibit task accomplishment.
- Gives and takes criticism constructively.
- Maintains composure under pressure.

Adaptability

- Performs within established policies and procedures.
- Adjusts to change in new tasks and priorities. Is open-minded and tries to understand others' points of view, and seeks, accepts and acts on feedback.

Policy Sustenance

- Supports and effectively carries out company policies and programs including company objectives and human resources policies.
- Effects progress toward achieving the Affirmative Action goals of the company

Recruitment/Development of Employees

- Demonstrates effectiveness in staffing selection.
- Provides opportunities for employees to develop and constructively evaluate their performance appraisals.
- Rewards good performance and addresses poor performers.

Leadership, Efficacy, & Inclusive Management

- Achieves creativity, productivity and cooperative teamwork among employees.
- Encourages and utilizes subordinate inputs and suggestions.
- Effectively utilizes resources to achieve maximum efficiency of operation.

Budget & Schedule Management

- Achieves desired results on schedule and within constraints of budget.
- Monitors and controls task progress and takes prompt remedial action when costs or schedules vary from plans.

Working Environment

- Work may be performed both inside and outside in all areas of the community and in all weather conditions.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Work in clean and comfortable office environments.

Additional Information

- Employee will be required to respond to emergency drills.
- Take business calls at all times when on designated call.

Additional Skills

- Computer operation, writing, speaking, reading the English language.
- Ability to add, subtract, multiply and divide.
- CPR and First Aid certifications are required.

Agreement

BY SIGNING THIS JOB DESCRIPTION, I CERTIFY THAT I HAVE READ THE ABOVE JOB DESCRIPTION AND FULLY UNDERSTAND THE CONDITIONS SET FORTH THEREIN, AND I WILL PERFORM THESE DUTIES TO THE BEST OF MY ABILITY.

Employee Signature

Sign Here

Occupational Therapist Job Description

Description

JOB SUMMARY:

An Occupational Therapist (OT) administers occupational therapy to residents. This is performed in accordance with physician orders and plan of care under the direction and supervision of the Clinical Manager/Administrator.

QUALIFICATIONS:

1. Graduate of an Occupational Therapy curriculum accredited by the Committee on Allied Health Education and Accreditation of the American Medical Association and the American Occupational Therapy Association (AOTA) and/or certified by successfully completing the National Certification examination, and
2. Is eligible to take or has successfully completed the entry level certification examination for the National Registration Examination of the American Occupational Therapy Association.
3. Currently licensed in the state(s) in which practicing.
4. Two (2) years of experience, preferred.

RESPONSIBILITIES:

1. Improves or minimizes residual physical disabilities of the patient.
2. Returns the individual to optimum and productive living within the patient's capabilities.
3. Periodically participates with all other health care personnel in patient care planning.
4. Provides prescribed occupational therapy.
5. Directs and supervises personnel as required.
6. Takes initial history and makes initial evaluation.
7. Performs all skilled procedures.
8. Consults with physicians regarding change in treatment.
9. Writes reports to physicians regarding patient's progress.
10. Instructs patients/family members in home programs and fine motor movement exercises.
11. An initial evaluation, including plan of treatment and goals, must be completed and submitted to the physician for approval. A recertification by physician every 60 days is necessary, if further treatment is to be continued. A progress note is written each visit. A reevaluation is written when expected duration of treatment is reached. A summary is written upon patient's discharge.
12. Periodically presents an in-service to the Agency staff.
13. Assists the physician in evaluating level of function.
14. Helps develop the plan of care and revises as necessary.

15. Prepares clinical and progress notes.
16. Advises and consults with the family and other Agency personnel.
17. Participates in in-service programs.

Job Description – Occupational Therapist (OT)...continued

WORKING ENVIRONMENT:

Works indoors in Agency office and patient homes and travels to/from patient homes.

JOB RELATIONSHIP:

1. Supervised by: ☐ ☐ Clinical Manager/Patient Care Coordinator
2. Workers Supervised: ☐ Certified Occupational Therapy Assistant and Home Health Aide as assigned

RISK EXPOSURE:

High risk

LIFTING REQUIREMENTS:

Ability to perform the following tasks if necessary:

- ☐ Ability to participate in physical activity.
- ☐ Ability to work for extended period of time while standing and being involved in physical activity.
- ☐ Moderate lifting.
- ☐ Ability to do extensive bending, lifting and standing on a regular basis.

Agreement

BY SIGNING THIS JOB DESCRIPTION, I CERTIFY THAT I HAVE READ THE ABOVE JOB DESCRIPTION AND FULLY UNDERSTAND THE CONDITIONS SET FORTH THEREIN, AND I WILL PERFORM THESE DUTIES TO THE BEST OF MY ABILITY.

Employee Signature

Sign Here

Physical Therapist Assistant Job Description

Description

Position: Physical Therapist Assistant

Reports to: Physical Therapist

Position Summary

- Under the direction of the Physical Therapist, plans and provides physical therapy services to clients in their homes in accordance with the Plan of Care and Agency policies and procedures. The Physical Therapist Assistant performs functions that require substantial specialized knowledge, judgment, and skill and must be able to make judgments accordingly.
-

Qualifications

Education, preparation and/or experience to include:

- Graduate of a Physical Therapy Assistant program approved by the American Physical Therapy Association, the Committee on Allied Health Education and Accreditation of the American Medical Association, or the Council on Medical Education of the American Medical Association and the American Physical Therapy Association.
 - Has a current license/registration as a Physical Therapist Assistant in the state(s) of practice.
 - Minimum of two (2) year's experience in health care field. Skilled Nursing experience preferred.
 - Current CPR certification.
 - Demonstrates strong verbal and written communication skills and good interpersonal skills.
 - Demonstrates ability to work independently with minimal supervision.
 - Licensed driver with automobile insured in accordance with state and/or Agency requirements with good driving record.
-

Duties & Tasks

Under the direction of the Physical Therapist,

Implements teaching appropriate to the client's needs and within the context of his/her environment and learning ability.

- Assesses knowledge level of client and identifies learning needs.
- Plans, teaches, supervises, and counsels clients about their physical therapy needs to promote improvement or recovery, symptom management of disease process, and community resources.
- Evaluates the effectiveness of the teaching plan and establishes care plan for others to follow in teaching the client.
- Attends and actively contributes to interdisciplinary team or other required meetings.
- Shares areas of expertise among and between teams. Initiates interdisciplinary referrals.
- Participates in discharge planning and documents this in client record.

Assists in the development, implementation, and evaluation of the ongoing quality improvement process.

- Serves on the Clinical Record Review Committee.
- Uses OASIS assessment tool and outcome reports to improve therapy services and client outcomes.
- Participates with interdisciplinary team to assure consistency in data collection methods.

Promotes personal safety and a safe environment for clients and coworkers.

- Demonstrates knowledge of safety/infection control practices by compliance with agency policies and procedures.
- Recognizes and responds to potentially unsafe situations.
- Demonstrates safe practice in the use of equipment.
- Assesses safety of environment and takes initiative to help prevent accidents and promote safety.

Performs other related duties and responsibilities as deemed necessary.

Performs job in compliance with Agency policies and procedures and professional and community standards.

- Provides services in accordance with applicable state, federal, and CHAP standards.
- Attends meetings and required educational programs.
- Accepts responsibility for personal and professional development and identifies learning/developmental needs to supervisor.

Do you have any pre-existent conditions that may prevent you from performing the above essential physical functions of the position? If yes, please explain: Pre Existing Conditions:

Cultural Responsibilities

Organizing, Planning, & Decision Making

- Anticipates and systematically analyze problems and opportunities.
- Identifies key tasks and critical sequential steps.
- Establishes priorities, schedules, and contingency plans.
- Analyzes reasonable alternatives and takes actions in a timely manner.
- Efficiently allocates and manages resources.
- Demonstrates sound judgment.

Enterpriser

- Ability to originate, develop and improve methods.
- A self-starter who seizes opportunity to take constructive action without being directed to do so.

Efficiency

- Demonstrates high level of contribution in accuracy, quality, completeness and volume of work.
- Concentrates on important aspects of task objectives.

Eminence & Customer Service

- Assures that internal and external customer expectations are identified and requirements are documented.
- Measures performance and makes necessary improvements.
- Proposes ways to continually improve quality performance.

Professional Knowledge & Skills

- Possesses required knowledge and skills in functional field.
- Demonstrates ability to effectively apply knowledge in accomplishing task objectives.

Communication

- Expresses ideas clearly both verbally and in writing.
- Answers and asks questions skillfully.
- Provides information to subordinates effectively.
- Effective listener.

Principles & Integrity

- Complies with policies, regulations and codes of conduct governing all aspects of job responsibilities.
- Deals with others openly and in a straightforward manner.
- Protects confidential/proprietary information.
- Takes responsibility for own actions and follows through on commitments.

Teamwork & Involvement

- Involves and supports others to get the job done.
- Solicits and provides constructive feedback and exchanges viewpoints openly and honestly.
- Shares relevant information freely and informs others on a timely basis.

Interpersonal Skills

- Exercises tact, courtesy and flexibility in relationships with others.
- Recognizes and deals effectively with interpersonal problems that inhibit task accomplishment.
- Gives and takes criticism constructively.
- Maintains composure under pressure.

Adaptability

- Performs within established policies and procedures.
- Adjusts to change in new tasks and priorities. Is open-minded and tries to understand others' points of view, and seeks, accepts and acts on feedback.

Policy Sustenance

- Supports and effectively carries out company policies and programs including company objectives and human resources policies.
- Effects progress toward achieving the Affirmative Action goals of the company

Recruitment/Development of Employees

- Demonstrates effectiveness in staffing selection.
- Provides opportunities for employees to develop and constructively evaluate their performance appraisals.
- Rewards good performance and addresses poor performers.

Leadership, Efficacy, & Inclusive Management

- Achieves creativity, productivity and cooperative teamwork among employees.
- Encourages and utilizes subordinate inputs and suggestions.

- Effectively utilizes resources to achieve maximum efficiency of operation.

Budget & Schedule Management

- Achieves desired results on schedule and within constraints of budget.
- Monitors and controls task progress and takes prompt remedial action when costs or schedules vary from plans.

Working Environment

- Work may be performed both inside and outside in all areas of the community and in all weather conditions.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Work in clean and comfortable office environments.

Additional Information

- Employee will be required to respond to emergency drills.
- Take business calls at all times when on designated call.

Additional Skills

- Computer operation, writing, speaking, reading the English language.
- Ability to add, subtract, multiply and divide.
- CPR and First Aid certifications are required.

BY SIGNING THIS JOB DESCRIPTION, I CERTIFY THAT I HAVE READ THE ABOVE JOB DESCRIPTION AND FULLY UNDERSTAND THE CONDITIONS SET FORTH THEREIN, AND AS A SENIOR RESIDENT SERVICES ADVOCATE, I WILL PERFORM THESE DUTIES TO THE BEST OF MY ABILITY.

Agreement

BY SIGNING THIS JOB DESCRIPTION, I CERTIFY THAT I HAVE READ THE ABOVE JOB DESCRIPTION AND FULLY UNDERSTAND THE CONDITIONS SET FORTH THEREIN, AND I WILL PERFORM THESE DUTIES TO THE

BEST OF MY ABILITY.

Employee Signature

Sign Here

Physical Therapist Job Description

Description

Position: Physical Therapist

Reports to: Rehab Manager / Director of Clinical Services / Case Manager

Position Summary

- Plans and provides physical therapy services to clients in their homes in accordance with the Plan of Care and Agency policies and procedures. The Physical Therapist performs functions that require substantial specialized knowledge, judgment, and skill and must be able to make judgments accordingly.
-

Qualifications

Education, preparation and/or experience to include:

- Graduate of a Physical Therapy program approved by the American Physical Therapy Association, the Committee on Allied Health Education and Accreditation of the American Medical Association, or the Council on Medical Education of the American Medical Association and the American Physical Therapy Association.
 - Has a current license/registration as a Physical Therapist in the state(s) of practice.
 - Minimum of two (2) year's experience in health care field. Home care experience preferred.
 - Current CPR certification.
 - Demonstrates strong verbal and written communication skills and good interpersonal skills.
 - Demonstrates ability to work independently with minimal supervision.
 - Licensed driver with automobile insured in accordance with state and/or Agency requirements with good driving record.
-

Duties & Tasks

Performs physical therapy assessments, diagnostic tests, skilled procedures, and ongoing evaluation for clients who are receiving services under a medically approved Plan of Care.

- Completes initial assessments within forty-eight (48) hours of referral unless other arrangements are made.
- Completes comprehensive assessments including OASIS data set within forty-eight (48) hours of referral for speech therapy services unless other arrangements are made.
- Develops a therapy care plan to provide direction to other health team members involved in the plan of care. Reviews and updates per Agency policy and client need.
- Documents all findings, plans, interventions, and outcomes and submits documentation to the Agency within seven (7) days or per Agency policy.
- Communicates plans and changes to the physician and to the client Case Manager and other caregivers through the care plan, progress notes, and participation in care conferences.
- Communicates changes in schedule and physician orders to the office on the day the changes are made.

Implements teaching appropriate to the client's needs and within the context of his/her environment and learning ability.

- Assesses knowledge level of client and identifies learning needs.
- Plans, teaches, supervises, and counsels clients about their physical therapy needs to promote improvement or recovery, symptom management of disease process, and community resources.
- Evaluates the effectiveness of the teaching plan and establishes care plan for others to follow in teaching the client.
- Attends and actively contributes to interdisciplinary team or other required meetings.
- Shares areas of expertise among and between teams. Initiates interdisciplinary referrals.
- Participates in discharge planning and documents this in client record.

Assists in the development, implementation, and evaluation of the ongoing quality improvement process.

- Serves on the Clinical Record Review Committee.
- Uses OASIS assessment tool and outcome reports to improve therapy services and client outcomes.
- Participates with interdisciplinary team to assure consistency in data collection methods.

Promotes personal safety and a safe environment for clients and coworkers.

- Demonstrates knowledge of safety/infection control practices by compliance with agency policies and procedures.
- Recognizes and responds to potentially unsafe situations.
- Demonstrates safe practice in the use of equipment.
- Assesses safety of environment and takes initiative to help prevent accidents and promote safety.

Supervises applicable home care team members.

- Performs in-home supervision of home health aides and physical therapy assistants as directed and according to Agency policy.

- Evaluates employee performance and provides timely reviews as delegated.

Performs other related duties and responsibilities as deemed necessary.

Performs job in compliance with Agency policies and procedures and professional and community standards.

- Provides services in accordance with applicable state, federal, and CHAP standards.
- Attends meetings and required educational programs.
- Accepts responsibility for personal and professional development and identifies learning/developmental needs to supervisor.

Do you have any pre-existent conditions that may prevent you from performing the above essential physical functions of the position? If yes, please explain: Pre Existing Conditions:

Cultural Responsibilities

Organizing, Planning, & Decision Making

- Anticipates and systematically analyze problems and opportunities.
- Identifies key tasks and critical sequential steps.
- Establishes priorities, schedules, and contingency plans.
- Analyzes reasonable alternatives and takes actions in a timely manner.
- Efficiently allocates and manages resources.
- Demonstrates sound judgment.

Enterpriser

- Ability to originate, develop and improve methods.
- A self-starter who seizes opportunity to take constructive action without being directed to do so.

Efficiency

- Demonstrates high level of contribution in accuracy, quality, completeness and volume of work.
- Concentrates on important aspects of task objectives.

Eminence & Customer Service

- Assures that internal and external customer expectations are identified and requirements are documented.
- Measures performance and makes necessary improvements.

- Proposes ways to continually improve quality performance.

Professional Knowledge & Skills

- Possesses required knowledge and skills in functional field.
- Demonstrates ability to effectively apply knowledge in accomplishing task objectives.

Communication

- Expresses ideas clearly both verbally and in writing.
- Answers and asks questions skillfully.
- Provides information to subordinates effectively.
- Effective listener.

Principles & Integrity

- Complies with policies, regulations and codes of conduct governing all aspects of job responsibilities.
- Deals with others openly and in a straightforward manner.
- Protects confidential/proprietary information.
- Takes responsibility for own actions and follows through on commitments.

Teamwork & Involvement

- Involves and supports others to get the job done.
- Solicits and provides constructive feedback and exchanges viewpoints openly and honestly.
- Shares relevant information freely and informs others on a timely basis.

Interpersonal Skills

- Exercises tact, courtesy and flexibility in relationships with others.
- Recognizes and deals effectively with interpersonal problems that inhibit task accomplishment.
- Gives and takes criticism constructively.
- Maintains composure under pressure.

Adaptability

- Performs within established policies and procedures.
- Adjusts to change in new tasks and priorities. Is open-minded and tries to understand others' points of view, and seeks, accepts and acts on feedback.

Policy Sustenance

- Supports and effectively carries out company policies and programs including company objectives and human resources policies.
- Effects progress toward achieving the Affirmative Action goals of the company

Recruitment/Development of Employees

- Demonstrates effectiveness in staffing selection.
- Provides opportunities for employees to develop and constructively evaluate their performance appraisals.
- Rewards good performance and addresses poor performers.

Leadership, Efficacy, & Inclusive Management

- Achieves creativity, productivity and cooperative teamwork among employees.
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Budget & Schedule Management

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Working Environment

- Work may be performed both inside and outside in all areas of the community and in all weather conditions.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Work in clean and comfortable office environments.

Additional Information

- Employee will be required to respond to emergency drills.
 - Take business calls at all times when on designated call.
-

Additional Skills

- Computer operation, writing, speaking, reading the English language.
- Ability to add, subtract, multiply and divide.
- CPR and First Aid certifications are required.

BY SIGNING THIS JOB DESCRIPTION, I CERTIFY THAT I HAVE READ THE ABOVE JOB DESCRIPTION AND FULLY UNDERSTAND THE CONDITIONS SET FORTH THEREIN, AND AS A SENIOR RESIDENT SERVICES ADVOCATE, I WILL PERFORM THESE DUTIES TO THE BEST OF MY ABILITY.

Agreement

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Employee Signature

Sign Here

Registered Nurse Job Description

Description

Reports to: Director of Nursing

Position Summary

- Responsible for the independent supervision of the delivery of care to a group of residents in a nursing area.
- Assess resident needs, develop individual care plans, administer nursing care, evaluate nursing care, and supervise Certified Nursing Assistants (CNAs) and other personnel in the delivery of nursing care.

Qualifications

- Must hold and maintain a current license to practice as a Registered Nurse in the practicing state.
- Recent clinical experience, education, or specialty skills specific to geriatrics.
- Demonstrate understanding that state and federal rules and regulations govern the practices within the facility.
- Ongoing pursuit of Continuing Education Credits in clinical subjects, management, personal growth and development.
- Demonstrate working knowledge of infection control principles and practices.
- Proven ability to communicate effectively and positively with staff, residents and family members.
- Basic computer knowledge with an aptitude to learn company software.
- Must be capable of maintaining regular attendance.
- Must meet all local health regulations and pass post-employment physical exams, if required. This requirement also includes drug screening, criminal background investigation and reference inquiry.

Duties & Tasks

Assessment Responsibilities

- Adhere to state rules and regulations concerning delivery of care and assures that effective quality nursing care is delivered which is outcome focused through utilization of the nursing process,
- Effectively communicate with the resident/responsible party to obtain information required for developing and implementing a plan of care,
- Demonstrate ability to perform physical assessment through observation, inspection, palpation, percussion and auscultation,

- Identify needs and provide input for discharge planning and follow-up throughout length of stay.

Service/Care Planning, Implementation, Evaluation & Delivery

- Develop individualized plan of care in collaboration with the resident/responsible party and interdisciplinary care team by documenting problems, statements, goals and approaches in collaboration with other members of the interdisciplinary care team,
- Seek LPN and Certified Nursing Assistant input when developing plan of care,
- Define realistic and obtainable long and short term goals for the residents,
- Initiate appropriate nursing interventions with time frames for outcome evaluations and document appropriately in medical record,
- Revise plan of care with input from resident/responsible party and interdisciplinary care team,
- Implement teaching with resident/responsible party consistent with interdisciplinary plan of care,
- Implement plan of care consistently, effectively and cost efficiently with focus on resident centered outcomes,
- Identify basis and anticipated outcomes for each nursing intervention,
- Assume responsibility for care interventions consistent with skill level and professional standards of care,
- Utilize time efficiently to assure completion of duties and responsibilities in allotted time frame,
- Utilize professional and sound judgment in delivery of care which is cost efficient but does not jeopardize safe, effective care delivery,
- Utilize all appropriate, available resources for resident/family/responsible party counseling and discharge planning,
- Follow company policies and procedures to ensure a safe, caring, comfortable and clean environment,
- Keep physician and/or other health care professionals (Nurse Practitioner, Physician Assistant, podiatrist, dentist, etc.) informed of resident's condition; and notify physician and/or other healthcare professionals immediately of significant changes of condition,
- Work in collaboration with physician and/or other health care professionals by sharing information relevant to changing plan of care,
- Always question and seek clarification of unclear orders,
- Evaluate team and make changes as needs are recognized,
- Critique and take responsibility for evaluating nursing care delivered,
- Utilize the expertise of nursing colleagues to evaluate plan of care. Elicit feedback from individual being served and/or family or responsible party to determine that their needs are being met,
- Evaluate effectiveness of the plan of care in conjunction with the caregiving team,
- Deliver and maintain optimum resident care and comfort by demonstrating knowledge and skills of current nursing practices,
- Transcribe physician and/or other health care professionals' orders appropriately and accurately. Ask for clarification of questionable orders from the ordering physician and/or other health care professionals,
- Notify physician and/or other health care professionals if orders are not carried out and document event appropriately,

- Perform only those activities which are within the scope of RN nursing practice. Follow company, facility and departmental policies and procedures, and appropriately utilize nursing judgment,
- Ensure accurate documentation of all medical records and reporting forms. Promptly respond to call lights and other resident needs.

Supervisory Tasks

- Supervise Certified Nurse Assistants and other personnel, may be asked to supervise other RNs,
- Coach, counsel and assign Certified Nurse Assistants to provide quality resident care, independently evaluate the job skills and work performance of the Certified Nurse Assistants through the formal performance evaluation process,
- Appropriately discipline as directed by DON or Administrator to Certified Nurse Assistants and other nurses for violations of work rules, policies or poor performance, including the recommendation of suspensions and terminations,
- Recognize Certified Nurse Assistants and other Nurses for exceptional care and job performance on a regular basis and as part of their formal performance evaluation,
- Assign Certified Nurse Assistants and other Nurses specific duties for resident care as directed by DON or Administrator,
- May be asked to assign hours, breaks and meal periods to Certified Nurse Assistants and other nurses,
- May be asked to ensure proper staffing by calling in replacement employees for Certified Nurse Assistants and other nurses not reporting for work and by transferring or reassigning Certified Nurse Assistants and other Nurses to ensure adequate staffing levels,
- Train and/or assist in the orientation of new employees, Attempt to effectively resolve Certified Nursing Assistants' and other Nurses' problems, complaints and grievances in conjunction with DON or Administrator,
- Attend and participate in supervisory meetings when requested. Support and follow through with management team goals. - Perform other management duties as assigned.

Residents' Rights & Safety

- Demonstrate strong ethical practices regarding individual/resident rights as stated in company policy,
- Support resident autonomy and choice. Demonstrate both sensitivity and appropriate responsiveness to each resident's end of life wishes,
- Demonstrate safe practices in regard to resident's comfort and safety by applying knowledge of proper body alignment for self and resident,
- Practice and promote adherence to institutional safety codes. Promote a restraint-free environment.

Pharmacy Responsibilities & Infection Control

- Maintain an updated knowledge base in pharmacology. Demonstrate knowledge of policies governing

- medication administration and documentation,
- Demonstrate knowledge of drug reactions and sensitivities and nursing interventions,
- Assure that narcotics are accounted for properly,
- Apply adult learning principles when educating individuals, family members or responsible party regarding the resident's medication regimen,
- Recognize normal and irregular lab values and communicate it in appropriate manner to physician and other interdisciplinary team members as appropriate,
- Demonstrate working knowledge of infection control practices.

Continuing Education

- Recognize self-evaluation and self-development as important tools in maintaining high standards of care and professionalism,
- Seek and provide peer support and consultation,
- Participate in facility/department in-services. Attend continuing education programs. Attend facility/department/staff meetings as required.

Safety & Other Responsibilities

- Comply with, support and enforce Company policies involving all safety and infection control procedures to include the proper use of mechanical lifts, other lifting methods while utilizing personal protective back supports,
- Must perform duties inside the state nurse practice act,
- Participate in Quality Assurance activities as assigned,
- Physical and Sensory Requirements (With or Without Aid of Mechanical Devices): Walking/mobility, reaching, bending, grasping, pushing, lifting, transferring and repositioning residents, pulling, fine hand coordination,
- Ability to read and write; ability to understand and follow written and oral instructions; ability to verbally communicate with residents and others,
- Ability to distinguish smells, tastes and temperatures; ability to hear and respond to pages,
- Do you have any pre-existent conditions that may prevent you from performing the above essential physical functions of the position? If yes, please explain: Pre Existing Conditions:

Cultural Responsibilities

Organizing, Planning, & Decision Making

- Anticipates and systematically analyze problems and opportunities.
- Identifies key tasks and critical sequential steps.

- Establishes priorities, schedules, and contingency plans.
- Analyzes reasonable alternatives and takes actions in a timely manner.
- Efficiently allocates and manages resources.
- Demonstrates sound judgment.

Enterpriser

- Ability to originate, develop and improve methods.
- A self-starter who seizes opportunity to take constructive action without being directed to do so.

Efficiency

- Demonstrates high level of contribution in accuracy, quality, completeness and volume of work.
- Concentrates on important aspects of task objectives.

Eminence & Customer Service

- Assures that internal and external customer expectations are identified and requirements are documented.
- Measures performance and makes necessary improvements.
- Proposes ways to continually improve quality performance.

Professional Knowledge & Skills

- Possesses required knowledge and skills in functional field.
- Demonstrates ability to effectively apply knowledge in accomplishing task objectives.

Communication

- Expresses ideas clearly both verbally and in writing.
- Answers and asks questions skillfully.
- Provides information to subordinates effectively.
- Effective listener.

Principles & Integrity

- Complies with policies, regulations and codes of conduct governing all aspects of job responsibilities.
- Deals with others openly and in a straightforward manner.

- Protects confidential/proprietary information.
- Takes responsibility for own actions and follows through on commitments.

Teamwork & Involvement

- Involves and supports others to get the job done.
- Solicits and provides constructive feedback and exchanges viewpoints openly and honestly.
- Shares relevant information freely and informs others on a timely basis.

Interpersonal Skills

- Exercises tact, courtesy and flexibility in relationships with others.
- Recognizes and deals effectively with interpersonal problems that inhibit task accomplishment.
- Gives and takes criticism constructively.
- Maintains composure under pressure.

Adaptability

- Performs within established policies and procedures.
- Adjusts to change in new tasks and priorities. Is open-minded and tries to understand others' points of view, and seeks, accepts and acts on feedback.

Policy Sustenance

- Supports and effectively carries out company policies and programs including company objectives and human resources policies.
- Effects progress toward achieving the Affirmative Action goals of the company

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Speech Language Pathologist Job Description

Description

JOB SUMMARY:

A Speech Language Pathologist (SLP) administers speech therapy to patients on an intermittent basis in their place of residence. This is performed in accordance with physician orders and plan of care under the direction and supervision of the Clinical Manager. Speech therapy services are furnished only by or under the supervision of a qualified speech pathologist or audiologist.

QUALIFICATIONS:

1. A person who meets the education and experience requirements for a certificate of Clinical Competency in Speech Pathology or audiology granted by the American Speech-Language Hearing Association, or
2. A person who meets the educational requirements for certification and is in the process of accumulating the supervised experience required for certification.
3. Currently licensed in the state(s) in which practicing.
4. Two (2) years experience, preferred.

RESPONSIBILITIES:

1. Improves or maximizes the communication of the patient.
2. Returns the individual to optimum and productive living within the patient's capabilities.
3. Periodically participates with all other health care personnel in patient care planning.
4. Provides full range Speech Language Pathology Services as ordered by physician.
5. Directs and supervises personnel, as assigned.
6. Takes initial history and makes initial evaluation.
7. Performs all skilled procedures.
8. Consults with physicians regarding change of treatment.
9. Writes reports to physicians regarding patient's progress.
10. Instructs patients and family members in home programs.
11. Periodically presents an in-service to the Agency's staff members.
12. An initial evaluation, including plan of treatment and goals, must be completed and submitted to the physician for approval. A recertification by physician every 60 days is necessary if further treatment is to be continued. A progress note is written each visit. A reevaluation is written when expected duration of treatment is reached. A summary is written upon patient's discharge.
13. A supervisory visit is made every fourteen days on each patient seen by a home health aide as assigned.

14. Assists the physician in evaluating level of function.
15. Helps develop the plan of care and revises as necessary.
16. Prepares clinical and progress notes.

Job Description – Speech Language Pathologist (SLP)...continued

1. Advises and consults with the family and other Agency personnel.
2. Participates in inservice programs.
3. Completes and submits OASIS assessments, reassessments, transfers, resumptions of care, discharges and significant change in condition in accordance with Agency defined time frames.
4. Appropriately utilizes ICD-9 codes.

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