



**Job Title: Assistant Resident Care Director**

**Location: Sunapee Cove Assisted Living and Memory Care 1250 Rt. 11 Sunapee, NH 03782**

**Hours: Full Time**

**Job Summary:**

The Resident Care Director Assistant is responsible for evaluating and assessing the general Health functioning of all residents, and designing and revises as needed the care plan for each resident. This position ensures compliance with all applicable Federal and State regulations.

**Duties and Responsibilities:**

The following essential functions are the fundamental job duties of the position to be completed with or without appropriate reasonable accommodation.

- Secure a statement from resident's primary care physician indicating any physical or emotional limitations, and certify that the resident is appropriate for the community.
- Assist in the supervise the medication management program and assisting the residents with self-administration of their medication.
- Ensure the coordination of health related services for residents.
- Assist in the development of service plans for each resident according to State regulations and HallKeen Assisted Living Communities policies.
- Provide ongoing supervision of residents' health related activities: complying with health care instructions provided by PCP or other health care professionals.
- Maintain positive relations with residents, families and physicians.
- Report any significant incidents and/or changes in the residents needs to the Executive Director.
- Ensure that each resident is reevaluated following a hospitalization, incident, accident, injury or illness.
- Assist in the completion of resident assessments and service plans per state regulations
- Supervise all activities of Resident Care staff including staffing, scheduling, training and in-services, safety, semi-annual evaluations and new hire orientation of new staff.
- Complete all RCA and Wellness nurse schedules according to need and staffing plan.
- May perform other duties as assigned.

**Minimum Qualifications:**

- Must be licensed in appropriate State as LPN, RN Preferred
- Must successfully complete all HallKeen Assisted Living Communities specified training programs.
- Able to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Able to deal with problems involving a few concrete variables in standardized situations.
- Able to work various schedules and shifts as needed.
- Must have a solid understanding of the Wellness department, Policies and Procedures, regulation requirements.

**Required Behavior:**

- Appearance is neat, clean, and according to dress code.
- Able to demonstrate a high level of service delivery; does what is necessary to ensure customer satisfaction; deals with service failures and prioritizes customer needs.
- Able to clearly present information through the spoken word; reads and interprets complex information; talks with residents, family members and customers; listens well.
- Able to communicate with others in a warm and helpful manner while simultaneously building credibility and rapport.
- Able to work cooperatively with a group of people to achieve goals and objectives.
- Able to be tactful; maintains confidences, and fosters an ethical work environment; prevents inappropriate behavior by coworkers; gives proper credit to others; handles all situations honestly.
- Able to keep an open mind and change opinions on the basis of new information; performs a variety tasks and changes focus quickly as demands change; manages transitions effectively from task to task; adapts to varying customer needs.

**Physical Demands:**

- Physically able to move at least 50 lbs. without assistance.
- Physically able to bend, reach, and work in small areas.
- Physically able to push and pull equipment and furnishings.
- Physically able to stand for long periods of time.

**Benefits:**

Full time position offers a competitive benefit program to include Medical, Dental, Vision, Health FSA, Dependent Care FSA, Short-Term Disability, Long Term Disability, Life Insurance, Home and Auto Discount program, Vendor Discount Program, 401(k) with matching contribution, Accrued Vacation, Sick, and Personal time and Paid Holiday Benefit. Employee referral bonus, and resident referral bonus.

**If you are interested in applying or know someone to refer for the position please e-mail resume to Donna Pavlin at [dpavlin@hallkeen.com](mailto:dpavlin@hallkeen.com) or Kathleen Wilson at [kwilson@hallkeen.com](mailto:kwilson@hallkeen.com)**