Job Title: Resident Care Director LPN or RN
Location: Susan Bailis Assisted Living - Boston, MA 02115
Hours: Full Time
Sign on and Retention Bonus Of $2,500.00!
$500. To Be Paid After 30 Days. $1,000. After 60 Days. $1,000. After 90 Days.

Job Summary:
Are you looking to join a supportive team and a dynamic company? We are so sure you will love it at Susan Bailis Assisted Living Community that we are offering a $2,500 hiring bonus for the right candidate. All bonuses to be paid per company policy.
Susan Bailis Assisted Living in Boston is looking for an **experienced nurse LPN or RN** to direct Our team of 18-20 certified nursing assistants and two wellness nurses.
This position is perfect for Nurses that enjoy a city setting in a diverse community. Free underground parking available.

The Resident Care Director is responsible for evaluating and assessing the general health of all residents, developing and overseeing each care plan for each resident. This position ensures compliance with all applicable regulations and standards set forth by The Executive Office of Elder Affairs, all Community, Susan Bailis Assisted Living and Hallkeen Management.

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

- Identify and assess the clinical status of potential residents including complete nursing assessment and consultation with current PCP prior to admission.
- 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 based on community disclosure, EOEA regulations, and community guidelines.
- Supervise the medication management program and assisting the residents with self-administration of their medication.
- Ongoing training for Resident Care Aides on medication management.
- Ensure the coordination of health related services for residents.
- Provide ongoing supervision of residents' health related activities: complying with health care instructions provided by health care professionals.
- Maintain positive relations with residents, families and physicians.
- Visit all residents that are out at the hospital and rehabilitation centers.
- Keep up good relationships with all care professionals.
- Ensure that the Resident Services Nurse evaluates each resident following a hospitalization, incident, accident, injury or illness.
- Oversee all in-service requirements.
- 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.
- Act as community OSHA Liaison.

- Complete all appropriate reports for state, community, Hallkeen, and DPH.
- Oversee the schedule for nursing coverage.
- Reports all incidents to Executive Director and Executive Office of Elder Affairs in a timely manner.
- Work weekend shift for manager on duty responsibilities in rotation with other department heads.
- Includes working an assigned holiday.
- On call hours for emergencies.
- May perform other duties as assigned.

Minimum Qualifications:

- Registered Nurse/Licensed Practical Nurse/Licensed Vocational Nurse with a current license in good standing.
- Certification or licensed per state guidelines.
- 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.

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.
- Work cooperatively with a group of people to achieve goals and objectives.
- Be tactful; maintains confidences, and fosters an ethical work environment; prevents inappropriate behavior by coworkers; gives proper credit to others; handles all situations honestly.
- 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. Free underground parking available.

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