



**Job Title: Wellness Nurse Offering up to \$2,000. Sign on & Retention Bonus!**

**Location: Susan Bailis Assisted Living Boston, MA 02115**

**Hours: Full Time 5 days per week with every other weekend  
and Part Time 4 days a week, every other weekend**

**Job Summary:**

The Wellness Nurse is responsible for assisting the Resident Care Director with the overall implementation, delivery and coordination of Resident Care services at the Community. Nurse will also oversee and monitor the medication management program and aides intermittently as they provide care to residents. Meeting the needs of our senior residents is imperative. We pride ourselves on providing the best of care and services at all times.

The ideal candidate will have at least 1-3 years of assisted living experience.

HallKeen/Susan Bailis Assisted Living will promote from within when there are open positions within the portfolio of communities. Free underground parking available.

**Duties and Responsibilities:**

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

- Assist in supervising the medication program and assisting the residents with self-administration of their medication.
- Assist residents with Activities of Daily Living and Independent with Activities of Daily Living as needed.
- Coordinating appointments and services for the residents.
- Maintain positive relations with residents, families and physicians.
- Report any significant incidents and/or changes in the residents needs to the Resident Care Director or Executive Director.
- Assist in the completion of resident assessments and services plans.
- Assist in the training of assisted living staff and participates in orientation of new staff.
- Attend and participates in scheduled in-service programs, training programs and staff meetings.
- Assist with scheduling and staffing of Resident Care Assistants
- Must be available for holidays and weekends.
- Is knowledgeable of and complies with the Executive Office of Elder Affairs regulations for assisted living communities.
- May perform other duties as assigned.

**Minimum Qualifications:**

- Licensed Practical Nurse/Licensed Vocational Nurse with a current license in good standing.
- Certification or licensed per state guidelines.
- Must successfully complete all Hallkeen/EOEA specified training programs.
- Able to apply common sense understanding of situations and to carry out detailed and involved written or oral instructions.
- Excellent interpersonal communication skills.

**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. Maintains HIPPA compliance.
- 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. Free underground parking.

**To apply or refer a qualified applicant please send completed application and/or resume to Jane Petigny at [jpetigny@HallKeen.com](mailto:jpetigny@HallKeen.com)**