

**Bethesda Home of Aberdeen, Inc.**

Bethesda Towne Square

Job Description

\*\*Tasks may involve potential and/or direct exposure to blood, body fluids, infectious diseases, air contaminants and hazardous chemicals.

**TITLE: Director of Assisted Living/LPN**

SUPERVISOR: Administrator/CEO

**JOB SUMMARY:**

The primary purpose of your job position is to direct the nursing care and supervise the nursing and facility activities provided by the nursing staff to the residents. Such direction and supervision must be in accordance with current federal, state, and local standards, guidelines, and regulations that govern our facility, and as may be required by the Administrator to ensure that the highest degree of quality care is maintained at all times.

**ESSENTIAL FUNCTIONS:**

- Ensure that nursing personnel comply with the written policies and procedures established by this facility including but not limited to hand washing, dress code, infection control, safety, nursing services, resident rights, etc.
- Assume accountability for the development, organization and implementation of approved policies and procedures.
- Direct, evaluate and supervise all resident care and initiate corrective action as necessary.
- Assess resident care needs and assist in the development of individualized plans of care.
- Evaluate resident care as related to individualized resident needs and family involvement.
- Conduct resident care conferences.
- Report problems to the Administrator.
- Conduct resident rounds and initiate corrective action as necessary.
- Maintain a quality working relationship with the medical profession and other health related facilities and organizations.
- Participate in discharge planning and referrals as needed.
- Periodically review the department's policies, procedure manuals, job descriptions, etc. Make revisions.
- Ensure that the Nursing Service Procedures Manual is current and reflects the day-to-day nursing procedures performed in this facility
- Make written and oral reports/recommendations to the Administrator.
- Cooperate with other resident services when coordinating nursing services to ensure that the resident's total regimen of care is maintained.
- Development, maintain, and implement the facility's quality assurance program for the nursing service department.
- Interpret the department's policies and procedures to personnel, residents, visitors, and government agencies as required.
- Admit, transfer, and discharge residents as required.
- Perform administrative duties such as completing medical forms, reports, evaluations, studies, charting, etc., as necessary.
- Fill out and complete resident accident/incident reports as necessary
- Provide information for the prospective inquiries for new admission to the facility, which includes providing a tour of the facility and answering questions.
- Create and maintain an atmosphere of warmth, personal interest and positive emphasis, as well as a calm environment throughout the facility.
- Complete admission process with new residents to the facility.
- Utilize marketing tools and methods as needed to market the facility.
- Provide information to resident' families as to Medicare/Medicaid, and other financial assistance programs available to the resident
- Identify, safety hazards and initiate corrective actions.
- Direct implementation of "Resident Bill of Rights".
- Implement educational and training programs.
- Conduct staff meetings with all shifts for purposes of planning coordinating and implementing resident cares.
- Plan and implement service budget.
- Operate services within the budget guidelines established.
- Assess equipment and supply needs and make recommendations to the Administrator.

- Direct and supervise scheduling of employees.
- Recommend the number of personnel to be employed to the Administrator.
- Interview and hire new employees, and initiate actions as necessary.
- Prepare written employee performance evaluations and initiate recommendations for pay increases, promotions, or terminations.
- Establish open lines of communication with consultants and referrals, and consistently take follow-up action on recommendations.
- Evaluate applicants and residents to determine if they meet the requirements for Assisted Living according to the Assisted Living criteria. Make recommendations or referrals as needed.
- Coordinate resident admissions, transfers, and discharges with community agencies and other facilities.
- Communicate with caregivers, providing clear, concise information as well as specific assignments.
- Demonstrate responsibility, accountability and dependability.
- Be responsible for safety of residents.
- Review caregivers notes on resident care record to keep informed of personnel observations, needs or problems concerning the resident.
- Coordinate transportation of resident's medical appointments.
- Plan and develop quality assessments.
- Communicate changes in apartment admissions or discharges to the Business Office.
- Ensure that an adequate supply of floor stock medications, supplies, and equipment is on hand to meet the nursing needs of the residents
- Provide leadership to nursing personnel assigned to your unit/shift.
- Ensure that department personnel, residents, and visitors follow the department's established policies and procedures at all times.
- Develop and maintain a good working rapport with inter-departmental personnel, as well as other departments within the facility to ensure that nursing services and other services can be adequately maintained to meet the needs of the residents.
- Review complaints and grievances made or filed by your assigned personnel.
- Ensure that corrective/disciplinary action is administered fairly and without regard to race, color, creed, national origin, age, sex, religion, handicap, or marital status.
- Participate in the orientation of new residents/family members to the facility.
- Implement and maintain established nursing objectives and standards.
- Coordinate social and activity programs with nursing service schedules.
- Meet with residents, and/or family members, as necessary.
- Ensure that established post-mortem procedures are followed when necessary.
- Standardize the methods in which work will be accomplished.
- Ensure the training of department personnel.
- Ensure that an adequate supply of personal protective equipment is readily available to personnel who perform procedures that involve exposure to blood or body fluids.
- Ensure that your assigned personnel participate in and conduct all fire safety and disaster preparedness drills in a safe and professional manner.
- Participate in the development, implementation, and maintenance of the infection control program for monitoring communicable and/or infectious diseases among the residents and personnel.
- Ensure that all personnel wear and/or use safety equipment and supplies (e.g., gait belt, mechanical lifts, etc.) when lifting or moving residents.
- Ensure that an adequate stock level of medications, medical supplies, equipment, etc., is maintained on your unit/shift at all times to meet the needs of the residents.
- Participate in the development and implementation of the procedures for the safe operation of all nursing service equipment
- Ensure that only trained and authorized personnel operate your unit/shift's equipment.
- Review resident care plans for appropriate resident goals, problems, approaches, and revisions based on nursing needs.
- Ensure that the nursing personnel refer to the resident's care plan prior to administering daily care to the resident.
- Monitor nursing care to ensure that all residents are treated fairly, and with kindness, dignity, and respect.

- Ensure that all nursing care is provided in privacy.
- Ensure that all nursing service personnel are knowledgeable of the residents' responsibilities and rights including the right to refuse treatment.
- Report and investigate all allegations of resident abuse and/or misappropriation of resident property.
- Ensure that nursing staff personnel honor the resident's refusal of treatment request. Ensure that such requests are in accordance with the facility's policies governing advance directives.
- Provide data to the Quality Assurance & Assessment Committee as requested.

#### **MARGINAL JOB FUNCTIONS:**

- Assist with cleaning duties when necessary.
- Assist with whirlpool bathing when necessary.
- Other duties as assigned.

#### **ESSENTIAL JOB EXPECTATIONS:**

- Follow established safety precautions when performing tasks and using equipment and supplies.
- Assure that work performance is to the best of ability and effort.
- Be accountable for use of time.
- Adhere to work schedules as closely as possible including time and attendance. Proper notification of an absence is essential.
- Exhibit a clean, neat and professional appearance.
- Assure that work/assignment areas are clean and that equipment, tools, supplies, etc., are properly stored at all times, including before leaving such areas for breaks, meal times and end of the work day. Assure that assigned work areas are maintained in a clean, safe, comfortable and attractive manner.
- Assure that established infection control practices are maintained at all times.
- Must be able to deal tactfully with co-workers, residents, family members, visitors, government agencies and the general public.
- Follow established department and facility policies and procedures.
- Complete proper reports and forms when required as established by department and facility policies and procedures and/or as requested.
- Report all accidents/incidents to your supervisor.
- Must work harmoniously with residents and with other staff in all departments.
- Must represent facility in a calm and pleasant manner.
- Adhere to the appearance and dress codes of the facility
- Report all hazardous conditions or equipment.
- Attend and participate in in-service educational classes, departmental meetings, staff meetings, and committee meetings.
- Maintain the confidentiality of resident, physician and co-worker information.
- Honor the residents' personal and property rights.
- Knock before entering a resident's room.
- Manage unanticipated events in a professional and calm manner.

#### **ESSENTIAL PHYSICAL DEMANDS:**

- Must meet the general health requirements set forth by the policies of the facility (including state and federal guidelines).
- Must be able to transfer, push, pull and lift up to 20 pounds to a minimum height of 5 feet, a minimum distance of 100 feet.
- Work requires **frequent** sitting, walking, carrying, reaching forward, bending, grasping light, grasping firm.
- Position requires **repetitive** use of dominant hand, non-dominant hand, bi-lateral hands, reaching forward and grasping light and grasping firm
- Overhead reaching, kneeling, squatting is **infrequent**.

**WORK ENVIRONMENT:**

- Works in well-lighted/ventilated areas.
- Moves intermittently during working hours.
- Is subject to frequent interruptions.
- Is involved with residents, personnel, visitors, government agencies/personnel, etc., under all conditions and circumstances.
- Is subject to hostile and emotionally upset residents, family members, etc.
- Communicates with the dietary and nursing staff, and other department supervisors.
- Works beyond normal duty hours, on weekends, and in other positions temporarily, when necessary.
- Is subject to callback during emergency conditions (e.g., severe weather, evacuation, post-disaster, etc.).
- Is subject to injury from falls, burns from equipment, odors, etc., throughout the workday, as well as to reactions from dust, disinfectants, tobacco smoke, and other air contaminants.
- Is subject to exposure to infectious waste, diseases, conditions, etc., including TB and the AIDS and Hepatitis viruses.
- May be subject to the handling of and exposure to hazardous chemicals.

**SPECIFIC REQUIREMENTS:**

- Must be able to read, write, speak, and understand the English language.
- Must possess the ability to make independent decisions when circumstances warrant such action.
- Must be able to follow oral and written instructions.
- Must have patience, tact, cheerful disposition and enthusiasm as well as be willing to handle residents based on whatever maturity level they are currently functioning.
- Must possess a current, unencumbered, active license to practice as an LPN in this state.
- Must be knowledgeable of nursing and medical practices and procedures, as well as laws, regulations, and guidelines that pertain to long-term care.
- Must possess leadership and supervisory ability and the willingness to work harmoniously with and supervise other personnel.
- Must possess the ability to plan, organize, develop, implement, and interpret the programs, goals, objectives, policies and procedures etc., that are necessary for providing quality care.
- Must be willing to seek out new methods and principles and be willing and be willing to incorporate them into existing nursing practices.
- Must be able to relate information concerning a resident's condition.
- Must not pose a direct threat to the health or safety of other individuals in the workplace.

**EDUCATION:**

- Must possess, as a minimum, a current Licensed Practical Nurse license.

**EXPERIENCE:**

- Long term care or assisted living experience is preferred.

**ACKNOWLEDGEMENT:**

I have read this job description and fully understand the requirements set forth therein. I hereby accept the position and agree to perform the duties required. I am aware that additional duties may be required of the position that are not currently listed and Bethesda has the right to amend, supplement, modify or eliminate one or more of the provisions within, without prior notice. I understand my employment is at-will and thereby understand that my employment can be terminated at any time with or without notice.

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Date

Signature of Employee