



WELLNESS DIRECTOR

REPORTS TO: Executive Director

CLASSIFICATION: Exempt

SCHEDULE: Flexible, as determined by the needs of the facility. On-call except during scheduled / approved vacations. May be required to work beyond normal working hours and on weekends and holidays as needed.

POSITION SUMMARY:

The primary purpose of your job position is to provide and supervise the day-to-day wellness, nursing and resident care activities, ensuring that New York State regulations are followed and residents' needs are met. Such supervision must be in accordance with current State, Federal and local standards, guidelines, and regulations that govern our facility, and as may be required by the Executive Director, to ensure that the highest degree of quality care is maintained at all times. *(Please note that every effort has been made to make your position description as complete as possible. However it in no way states or implies that these shall be the only duties you may be required to perform.)*

MENTAL/PHYSICAL DEMANDS: *(Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions)*

- Works in well lighted and ventilated office area(s), as well as throughout the entire building.
- Sits, stands, bends, lifts approximately 50 lbs and moves intermittently during work hours.
- Is subject to frequent interruptions.
- Is involved in residents, personnel, visitors, government agencies / personnel, etc. under all conditions and circumstances.
- Communicates with medical staff, nursing personnel, and other department supervisors.
- Is willing to work beyond normal working hours and on weekends and holidays as needed.
- Attends and participates in continuing educational programs designed to keep you abreast of changes in your professions.
- Is subject to exposure to infectious waste, disease, conditions, etc.
- Maintain a liaison with the residents, their families, support departments, etc., to adequately plan for the resident's needs.
- Must be able to cope with the mental and emotional stress of the position.
- Must be able to see and hear or use prosthetics that will enable these senses to function adequately to assure the requirements of this position can be fully met.

- Must be in good general health and demonstrate emotional stability.
- Must be able to relate to and work with the ill, disabled, elderly, emotionally upset, and at times hostile people within the facility as well as with hostile and emotionally upset family, staff and / or visitors.
- Must have patience, tact, a cheerful disposition and enthusiasm, as well as the willingness to handle difficult residents.
- May require travel as appropriate
- Comply at all times with Pine Harbour and state standards and regulations to encourage safe and efficient property operations meeting requirements by outside agencies such as OSHA and DOH.

EDUCATION / EXPERIENCE/QUALIFICATIONS:

- Must possess a current, unencumbered license to practice as an RN in New York State (preferred) or an LPN in New York State (at minimum).
- Minimum two years' experience in geriatric, and / or rehabilitative and restorative nursing practices is preferred.
- Minimum one year supervisory / management experience, including hiring, coaching, performance management, employee relations and supervision of daily operations in long term care.
- Experience with New York State Department of Health Regulations pertaining to Assisted Living Residences.
- Proficient computer skills including Microsoft Office and the ability to learn new applications.
- Effective organization, time management, and written and verbal communication skills.
- Possess knowledge and mastery of basic skills such as medication management, diabetic care, ADL care, rehabilitative care, dementia care as pertains to scope of limitations to DOH
- Must possess the ability to make independent decisions when circumstances warrant such action.
- Must be willing to seek out new methods and principles and be willing to incorporate them into existing nursing practices.
- Must be able to speak and write the English language in a legible and understandable manner.
- Must possess the ability to deal tactfully with personnel, residents, family members, visitors, government agencies / personnel, and the general public.
- Must possess leadership and supervisory ability and willingness to work harmoniously with professional and non-professional personnel, as well as the ability to work collaboratively as a team.
- 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 on day to day and resident to resident basis.
- This position requires the knowledge, skills, and appropriate care interventions that relate to the unique physical, motor/sensory, cognitive and psychosocial needs of the geriatric population, specifically those with Alzheimer's disease or a related dementia.
- Maintain high standards of personal appearance and grooming.

DUTIES & RESPONSIBILITIES:

This list does not encompass all the responsibilities of the wellness coordinator and can be modified at any time. The Wellness Director is also responsible for all other tasks as assigned by the Executive Director.

- To assist Executive Director in accurately observing and reporting of residents and possess knowledge and mastery of basic skills such as medication management, diabetic care, rehabilitative care, dementia care as pertains to scope of limitations to DOH
- You are delegated the administrative authority, responsibility, and accountability necessary for carrying out your assigned duties.
- Ensure adequate day to day staffing and scheduling of resources
- Run regular system reports
- Fill in as a Medication Technician and Wellness Manager as needed
- Recruit, hire, train and coach a high quality team
- Provide recognition and creating an engaged culture for your team members, residents and families
- Assist in writing policies pertaining to your department
- Ensuring completion of the entire Medication Technician and Wellness Manager Orientation and ongoing training.
- Monitors and evaluates performance of Medication Technician and Wellness Managers.
- Responsible for overall chart documentation by Medication Technicians and Wellness Managers including 24 hour logs, MARS, progress notes, incident reports, and all other documentation implemented for Medication Technicians and Wellness Managers.
- Rotate on-call schedule as directed.
- Oversee system to ensure on-time and proper medication assistance to residents. Complete with documentation.
- Participate in Care Plan Meetings with staff and families as deemed necessary
- Ensure all tasks and responsibilities of Medication Technicians and Wellness Managers are carried out completely and documented appropriately.
- Communicate with resident physicians to notify of changes or follow up on residents' wellness.
- Assist in scheduling physician appointments for residents and arranging for Pine Harbour transport if needed.
- Executing Plan of Correction for internal Quality Assurance Program.
- Ensure compliance with all standards through feedback to include real-time coaching and disciplinary action as necessary.

. The Following list is specific tasks that are the responsibility of the Wellness Director :

- Scheduling of Wellness Managers and Med Techs
- Rotating On Call
- Medication Re-ordering
- Medication Cart organization
- Attending Care Plan Meetings
- Accuracy of M.A.R.S (to be checked throughout the month) to ensure no errors

- Training of new Wellness Managers and Med Techs
- Laboratory services
- Labs (faxing & keeping track in book)
- First Wellness Interviews
- Wellness Staff Evaluations
- Get Prescriptions from Doctors
- Clarify Orders
- Transcribe orders on to MARS
- End of Month MAR checks (1st)
- Medication Destruction Non-narcotic
- Wellness Care Meetings (monthly)
- Medication Documentation Filing (M.A.R.s)
- Coordinate Staff for Labs
- Wellness and Medication Technician Disciplinary Actions
- Ensure Wellness and Care staff HR Compliance
- Enters MD appointments into computer calendar
- First follow up on resident change in condition forms
- Physician Visit Forms – initial and follow up
- Medication Quality Assurance
- New Staff Orientation
- Answers residents questions regarding Omnicare billing
- Medication Errors/Compliance – write up documentation, address issues in a timely fashion
- Trained in Death Procedures
- Manage in-house vaccination clinics
- Oversee compliance regarding vaccination requirements