

JOB TITLE: Resident Care Coordinator-LPN
DEPARTMENT: Health Care Services
REPORTS TO: Executive Director
CLASSIFICATION: Supervisory/Exempt

**LOOKING FOR LPN FOR THIS POSITION.
APPLY WITH RESUME THROUGH INDEED OR IN PERSON AT
8051 PALOMAS AVE NE FOR APPLICATION.
WORK FOR A GREAT COMPANY THAT APPRECIATES ITS EMPLOYEES AND
SHOWS IT! THIS POSITION IS FT, BENEFITS AVAILABLE. VACATION & SICK
PAY AS WELL.**

MORNINGSTAR FOUNDATIONAL BELIEFS:

At MorningStar Senior Living we sincerely believe in caring for and loving the residents of our communities and that the human capacity to grow, to learn and to contribute is ageless. We consider it a privilege and responsibility to “cast a new light on senior living” through these foundational principles:

- Honoring God in our business practices and relationships, we are dedicated to strong moral values and ethics
- We value all seniors as gifted and contributing individuals
- We recognize the inherent quality of all human beings and are committed to enhancing our resident’s quality of life
- We are committed to hiring and retaining employees who use creative minds and compassionate hearts to serve our residents

With this vision, we will work to create a life of special moments for our residents

JOB SUMMARY:

The person holding this position is delegated the responsibility for carrying out the assigned duties and responsibilities in accordance with current existing federal and state regulations and established company policies and procedures. The Resident Care Coordinator must exhibit genuine interest in residents and show patience and understanding while working with residents, families and visitors. This position is responsible for managing all facets of service to address resident care needs in the community. The RCC hires, trains, supervises and schedules the Care Managers and MCMs. The RCC monitors resident care needs, alerts the Wellness Director when the resident has a change in condition, addresses resident and family concerns, and acts as a liaison with community providers. The RCC coordinates services with the Life Enrichment, Dietary, Maintenance and Housekeeping departments for the Reflections and Assisted Living areas.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty according to MorningStar's Standards. The requirements listed below are representative of the knowledge, skills and abilities required.

- License/Certification:** Successful completion of State approved Medication Administration training and a current first aid certificate as required by the State
- Education/Experience:** Two years of health related supervisory experience preferred in long-term care or assisted living and experience with memory impaired senior population.
- Continuing Education:** As required by law, attend in-service educations within the community
- Professional Memberships:** Recommended and encouraged

Other:

Must have the ability to read and interpret documents. Must have good written and verbal skills and must be able to effectively communicate in English and understand and follow written and oral direction. Ability to handle multiple priorities, ability to delegate tasks and assignments effectively, demonstrates good judgment and decision making skills, demonstrates good time management skills and proficient in computer programs such as Microsoft Word, Excel and Publisher. Must be able to work flexible hours.

DUTIES AND RESPONSIBILITIES:

Under the supervision of the Executive Director, The Resident Care Coordinator is responsible for the following:

Resident Care and Programming

- Provide maximum resident-care services within limits defined by delegated tasks.
- Plans, organizes, develops and directs the overall operation of the Reflections and Assisted Living Neighborhood in accordance with federal, state, and local laws and MorningStar Senior Living regulations and guidelines.
- Completes all MorningStar Senior Living training and state mandated training or required ongoing training per state guidelines.
- Demonstrates competence and leads programming with the assistance of the Life Enrichment Coordinator to ensure that programming is scheduled and conducted in a way that reflects the resident's capabilities and interests.
- Designs, schedules and facilitates the Reflections Program ensuring a variety of dementia appropriate activities.
- Facilitates and monitors the Negotiated Service Plans to ensure completion of tasks including activities of daily living and engagement in daily programming.
- Partners with Wellness Director by alerting to any change of condition of the resident including tracking incident reporting

- Participates in Move In process by attending initial assessment with Wellness Director and communicating resident needs and preferences to team member
- Coordinates bi annual Negotiated Service Plan Meetings with the resident and family.
- Creates and monitors the Daily Assignment Sheets.
- Utilizes the assessment process and findings to determine the care levels and appropriate variable staffing.
- Partners with the Executive Chef to ensure resident's needs and preferences are met.
- Participates in the dining experience daily.
- Uses Best Practices to ensure programming meets company standard benchmarks

Family Services

- Facilitates quarterly Family Council Meetings in Reflections
- Communicates regularly with families through family council meetings, Negotiated Service plan meetings, emails, and phones calls.
- Acts as a resource and meets the families social and emotional needs while encouraging family involvement

Financial Management

- Responsible for monitoring employee hours worked and staffing patterns to assure the maximization of variable staffing.
- Assists with developing annual budget for the Reflections and Assisted Living Neighborhood.
- Understands and manages the department budget to include labor and other expenses and the impact on overall community performance.

Training & Leadership

- Hires, trains, supervise, coaches and disciplines all Resident Care Managers and Lead Care Managers along with ensuring New Hire paperwork is completed.
- Schedules all Resident Care Managers, Lead Care Managers and partners with Wellness Director in scheduling Medication Care Managers
- Partners in the delivery and participation of the MorningStar Senior Living New Hire Orientations
- Completes staffing and scheduling according to the operational and budgetary guidelines
- Ensure review of daily time keeping and payroll reports
- Conducts timely performance appraisals with meaningful conversations
- Holds team members accountable, corrects action when necessary and documents accordingly
- Attends regular meetings: Stand up, Crossover, Department Head Meetings, Safety, Staff Meetings and others as directed by the Executive Director.
- Keeps current with professional developments in the field reading, attending conferences and training sessions.
- Establishes a cooperative relationship with the Alzheimer's Association
- Facilitates network contacts and conducts community outreach to arrange speakers for educational support for family members

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to stand, walk, use hands and fingers, and reach with hands and arms. The employee is occasionally required to sit and bend, kneel and squat. The employee must regularly lift and or move up to 10 pounds, and frequently lift or move up to 25 pounds, and occasionally lift or move up to 50 pounds. Specific vision abilities are required by this job including close vision, depth perception, and ability to adjust focus.