



Memory Care Lifestyle Director

Position Summary:

The Memory Care Community was designed and created with the goal of serving senior residents with Alzheimer's and other dementias in a residential setting. The Memory Care Director will be in charge of planning, coordinating, and implementing programs and activities that provide life-enriching activities for the Oaks Senior Living Memory Care residents. The Memory Care Director is a part of the management team of the facility.

Qualifications:

1. A minimum of one year of experience working with residents with Alzheimer's and other dementias in a residential setting is required.
2. Experience in program and event planning for older adults with memory impairment preferred.
3. Ability to interact and build relationships with older adults.
4. Strong creativity and organizational skills.
5. Supervisory experience in a healthcare or service industry preferred.
6. Clean driving record and willingness to drive company vehicle and transport residents.
7. Desire to work with older adults.
8. Must be 18 years of age. Must have a satisfactory criminal history check.
9. Must have physical exam by a licensed physician. Must have a negative drug screen.
10. Must be able to react in an emergency situation.

Primary Responsibilities:

Resident Services

1. Oversee the implementation of the Memory Care Life Enrichment Program guidelines.
2. Develop, plan and participate in the daily and weekly Memory Care Life Enrichment programming.
3. Assess new residents and develop an individualized Life Enrichment Plan for each resident.
4. Create a monthly activities calendar that reflects the varied interests of the residents and provides them with enriching opportunities. Coordinate all special events, including holiday events.
5. Establish and maintain good relationships and communicate effectively with residents and their families.
6. Strengthen local community involvement through promotion of volunteerism among members of the community. Encourage the residents' family members to volunteer and be part of the activities at the facility.
7. Utilize Family and Social History under Oaks Person Centered Lifestyle objectives to communicate resident choice and preferences.
8. Adhere to each Resident's Care Plan and notify the Wellness Director and the Executive Director of any changes in resident condition.
9. Ensure that all systems for providing and tracking resident care are completed in accordance with the Oaks Senior Living policies and procedures.
10. Assist with serving meals.
11. Maintain an adequate supply of equipment for regular activities, keeping within budgetary guidelines.
12. Arrange transportation for regular and special outings.
13. Carry out other duties as assigned by The Executive Director.
14. Provide quality care and assistance to residents in accordance with Oaks Senior Living philosophy of Person Centered Lifestyle and in accordance with resident rights. Comply with Oaks Senior Living policies, training programs, and state and federal regulations.

Horizons Director Job Description

General Management

1. Provide training and coaching to resident care employees in all aspects of the Memory Enhancement and Life Enrichment Program. Train caregivers to conduct activities and to encourage resident participation.
2. Review daily any and all communication tools used in providing resident care.
3. Communicate residents' needs with caregiver staff with the Executive Director and Wellness Director as needed.
4. Participate in executing resident assessments with Wellness Director based on Regulatory requirements.
5. Participate in the Manager-on-Duty rotation.
6. Lead by example, encourage teamwork, promote the Oaks Senior Living philosophy, and provide ongoing coaching to employees.
7. Provide an "open door" to employees, addressing any concerns or grievances they may have.
8. Respond to on-the-job injuries in accordance with Oaks Senior Living policies and procedures.
9. Assist in the training of all resident care employees in accordance with the Oaks Senior Living policies, training programs, and state and federal regulations.
10. Obtain 24 hours of continuing education in initial year of employment and 16 hours annually, thereafter. Maintain CPR & First Aid certification.

Physical Job Requirements

To fulfill job requirements, employee must be able to perform key physical task for extended periods of time. Employees must adhere to proper body mechanics and safety measures when supporting or transferring residents. In a typical eight- hour day, employee will:

1. Stand/walk up to eight hours a day
2. Sit up to two hours a day
3. Frequently support up to 75 pounds
4. Occasionally lift/carry up to 50 pounds
5. Frequently kneel, bend, and reach

Employee Acknowledgment

I have read and understand my job description and I am able to fulfill the outlined responsibilities.

Employee's Signature

Date