

<b>Position</b>	AL Coordinator
<b>Supervision Given To:</b>	N/A
<b>Supervision Received From:</b>	Health and Wellness Director

**Job Summary:**

Melody Living is looking for an on-site Assisted Living Coordinator for our Assisted Living Community!

This position assists the Health and Wellness Director with monitoring resident health including:

- Organization of resident charts
- Record keeping
- Self-administration of medication monitoring and record keeping
- Initiate and maintain emergency packets
- Scheduling of resident care staff, developing daily tasks and making assignments

**Job Duties:**

**Essential Functions**

- Support the mission, vision, and culture of the organization through positive communication and leadership.
- Contribute to Community relationships by demonstrating cooperation and professional conduct with residents, families, fellow associates, physicians, pharmacies and other vendors or persons.
- Contribute to team effort by being flexible in work assignments; by furnishing support; by taking initiative; and by understanding how this position affects and compliments all other Community positions.
- Able to maintain work pace appropriate to given work load. Perform activities on schedule while maintaining regular attendance and punctuality within specified tolerance.
- Medication management: monitor associates in administration of medication, including frequent audits of medication records; order medications from pharmacy and maintain records; assure that medications are properly stored and cared for.
- Observe residents' health status, take actions to address concerns within scope of practice, record significant changes, and notify Resident Care Director, and in his/her absence the Executive Director. Also notify the resident's physician and pharmacist of resident's condition and reactions to drugs, treatments and significant incidents.
- Correct environmental hazards in appropriate and safe manner.
- Maintain residents' records daily in a timely manner and in accordance with company policy and procedures. This includes documentation related to: medication administration; leisure activities; incidents and observations; chart any changes in resident's physical condition and/or behavior; visitors; etc.

Observe and document the health and emotional condition of each resident and promptly report all changes to the Resident Care Director.

- Function as point of contact during shift for communication with supervisors, doctors, or families.
- Stock medical and office supplies on a weekly basis.
- Follow up daily on bath schedules and vital signs (blood pressure, weight and respiration, etc).
- Evaluate resident care needs and determine required level of care.
- Update medical charts and care plan.
- Maintain all health equipment for safety and proper function.
- Review and implement incident reports.
- Schedule Personal Care Assistants and develop daily tasks and make assignments.
- Incorporate State Department of Social/Facility Services/ Public Welfare/Licensure requirements during in-service training and orientation.
- Check resident's files weekly for appropriate and necessary signatures.
- Perform work assignments and attend required in-service training.
- Report concerns and problems to supervisor.
- Monitor and maintain records of immunizations requirements for associates and residents.
- Track and ensure regulatory training requirements are met for associates annually.
- Maintain professional accountability for personal nursing practice and care delegated to non-licensed associates.

### **Added Responsibilities**

- Respond appropriately to changes in the work setting.
- Be familiar with Policies & Procedures Manual and Associate Handbook and Nurse Practice Act in the state of licensure and practice.
- Perform other related assignments as required.
- Attend required in-service training.
- Be willing and able to work in any resident care position.
- Act on constructive feedback by listening to supervisor(s), customers and peers and use it to improve performance.
- Maintain resident, employee, and community confidentiality; abide HIPAA laws.
- Respect Resident's Rights.
- Demonstrate positive attitude and ability to work well with all people, particularly the elderly.
- Promote positive work environment that emphasizes teamwork.
- Demonstrate willingness to help other staff whenever needed.
- Observe standard precaution procedures and all safe workplace measures.
- Report any suspected or observed abuse, neglect or misappropriation of property or funds of a resident to the appropriate licensing agencies.

### **Qualifications**

- **Must be at least 18 years old**

- **Must have required health screening, TB clearance, and criminal record clearance**
- High school diploma or equivalent certificate and competent history in a similar facility.
- Must possess an unencumbered license to practice as a Licensed Practical/Vocational Nurse within the state of duty.
- CPR certification.
- May be required to hold valid First Aid Certification.
- Able to speak, read, write and understand the English language fluently.
- Must have reliable transportation to travel for assessments and other outreach, automobile insurance as required by law and a valid driver's license.

### **Physical Demands**

- Maintain mental alertness, attention, and concentration for necessary periods.
- Apply common sense understanding and carry out instructions (written, oral or diagrammatic).
- Adapt to situations requiring the precise attainment of set limits, tolerances, or standards.
- Regularly required to sit and talk or listen.
- Able to stand, stoop and bend frequently, lift up to 20 pounds and push up to 40 pounds. Also must have the ability to talk, hear, sit, use hands and fingers, handle/feel objects, tools or controls, and reach with hands and arms.
- Specific vision requirements for this job include close vision, depth perception, and the ability to adjust the focus of the eyes.
- Possess adequate physical stamina to move freely about the Community and assist residents where needed, including in emergency situations

The physical demands described must be met by every associate. Reasonable accommodations may be considered to enable individuals with disabilities to perform essential job functions.

- Must be willing and able to work required and scheduled shifts, including evenings, weekends, and holidays.
- The noise level in the work environment is usually moderate to noisy.

Melody Living where each day holds new opportunities to embrace a Life in Harmony. Steeped in culture, it is our priority to ensure that every resident and visitor leads a Life in Harmony at Melody Living that resonates with their own rhythm of life.

We invite you to experience our warm hospitality, stunning public, private, and outdoor spaces. At Melody Living we provide assisted living and memory support services while encouraging residents to live life to the fullest. Melody Living's eight dimensions of wellness ~ emotional, physical spiritual, environmental, social, intellectual, occupational and financial ~ act and interact in a way that contributes to the quality of life for all people that are part of the Melody Living community, including you! Our highly trained team members partner with residents to inspire an atmosphere that encourages growth

and a life with purpose. Our job is to create a culture where people can realize their potential and explore new things. We use the research-based tenets of successful aging to support people in their life's journey. For more information, visit us at [www.MelodyLivingLITH.com](http://www.MelodyLivingLITH.com).

All offers of employment with Melody Living are conditioned on submitting to and successfully completing and passing a background check and drug test.

Melody Living is an Equal Opportunity Employer.

COVID-19 considerations:

PPE Requirements and all other guidelines issued by McHenry County, IL