

# Job Posting for Wellness Director (RN/LPN) at Park Terrace

Must be RN and UAS trained.

## Position Summary

The Wellness Director plans, organizes, develops, and directs the overall operation of the Wellness Department to ensure the highest degree of quality resident care in accordance with all laws, regulations, and company standards.

## Essential Functions

- Must have the ability to plan, organize, develop, implement, and interpret the programs, goals, objectives, policies, and procedures of the Wellness department.
- Must be able to recruit, select, hire, train, evaluate, counsel, and supervise Wellness staff.
- Must be able to develop and maintain company chosen computerized record management systems to store and process data and produce reports.
- Must be able to prepare activity reports to inform management of the status and implementation plans of programs, services, quality initiatives and participate in the Quality Assurance Program, Safety Committee and Resident Safety Committee.
- Must be able to develop and implement organizational policies and procedures for the community.
- Must be able to develop instructional materials and conduct in-service and community-based educational programs.
- Must be able to communicate effectively with physicians, nursing staff, and other professional and non-professional staff.
- Must be knowledgeable of Wellness and/or nursing practices and procedures as well as the laws, regulations, and guidelines governing nursing functions in the community.
- Must be able to communicate and function in an interdisciplinary team.
- Must be available 24/7 by phone and to work as necessary to fill in for vacant shifts, including assisting with the self-administration of medications to the residents.
- Complete all aspects and document requirements of the community QA program including monthly audits of resident wellness instructions for accuracy and implementation.
- Maintain confidentiality of resident and community records/information, HIPPA
- Be familiar with Standard Precautions, Exposure Control Plan, Fire Drill and Evacuation Procedures and know how to use the information.
- Comply with the Residents' Rights and Community Policies and Procedures.
- Must have compassion for and desire to work with the elderly.

## Skills and Abilities

- Must have a High School Diploma, Associates Degree preferred.
- At least three years related experience in Geriatric Nursing and/or training.
- Must be able to read, write, speak, and understand the English language.
- Must be computer literate and able to utilize company chosen software.

- Perform work tasks within the physical demand requirements of your position including standing, sitting, walking, lifting, carrying, pushing, pulling or otherwise move objects for extended periods of time.
- Must be available to work weekends, extended shift hours, holidays and on short notices.

## Certificates and Licenses

- Must hold a current and valid nursing license in the community's stated location if required by regulations.
- Current valid documentation of successful completion of the "American Red Cross" or American Heart Association" CPR/First Aid Certification for Health Care Providers (BLS). CPR certification must remain current during employment.
- Must have a current Driver's License