

Assistant Administrator for Macdonald Residence

- Oversees and ensures the recruitment and retention of qualified staff throughout the residence, as evidenced by good moral, enthusiasm, team spirit, and dedication to the resident; manages staff decisions such as hiring and training, performs staff screening and scheduling, conducts initial staff onsite training, and scheduling on-call coverage for contractor staff.
- Assures screening of referrals and coordinates staff needed to participate in admission process and Service Plan meetings including residents and their families.
- Ensures availability of 24/7 supervision, as well as, direction and access to emergency backup is available for direct care staff.
- Reviews each Service Plan with direct care staff and any Individual specific training needed to implement the Individual service plan.
- Ensures scheduling and facilitation of the Service Plan meeting team.
- Oversees and coordinates training required in DHS contract.
- Responds to needs and issues while on site
- Conducts record reviews and quality assurance checks of staff documentation.
- Ensures that staff and the program have all supplies necessary for daily life as well as emergency events.
- Acts as Liaison to DHS Contract Administrator.
- Develops and implements policies and procedures necessary to implement services in DHS contract.
- Provides direct supervision of all Department heads and indirect supervision of all hourly staff, to include coaching, counseling, and performance evaluations.
- Provides training and education to resident care staff on an ongoing basis. This includes classroom in services and situation specific training.
- Conducts weekly department head meetings and periodic total staff meetings.
- Promotes positive employee relations and resolves grievances.
- Reviews monthly staffing schedules to assure staff resources are managed and scheduled efficiently to meet resident needs and according to budget.
- Assigns department head duties and examines work for exactness, neatness, and conformance to policies and procedures.
- Maintains and facilitates open lines of communication between corporate, regional and residence staff.
- Monitors expenses on a regular basis and prepares monthly variance reports.
- Monitors timely completion of all documentation.
- Prepares daily, weekly, and monthly reports as required by company policy or Federal/State regulations. This includes payroll, occupancy, budget variances, etc.

- Maintains outreach and education with the community to ensure positive relationships with community resources.
- Participates in residence functions, including family socials and open houses.
- Works to resolve issues identified by residents and/or their family members.
- Ensures residence building and grounds are maintained in good repair, clean, free of trash and litter. Performs routine safety inspections on a regular basis.
- Assures monthly fire drills are conducted in residence.
- Organizes, develops, and conducts service plan reviews, as required by state regulations, with appropriate resident care team members and resident families.
- Supervises the maintenance of resident charts, reviews documentation performed by the DNS.
- Oversees the pre-admission screening of prospective residents.
- Oversees the resident admission process to assure required documentation is completed in a timely manner and in accordance with established policy and procedure.
- Oversees the healthcare management of all residents in accordance with company policy.
- Oversees company policy regarding administration of medication. Assists resident services director in training staff and insures frequent audits are performed on electronic MAR