

**APRIL 6, 2016**

**TITLE:** Memory Care Program Manager

**DEPARTMENT:** Memory Care

**SUPERVISOR:** DON

**SHIFT:** 1<sup>st</sup> shift

Full time 40 hours/week

**LOCATION:** RiverWoods

Rotating weekends/holidays

**BRIEF DESCRIPTION:** Responsible for the administration, direction, and coordination of all programs in the Memory Care. Leads the planning, development, organization, and implementation of procedures and programs for the Memory Care facility in accordance with Federal and State standards, and the established policies and procedures of Albright Care Services. Develops programs that assure the spiritual, emotional, clinical, recreational, and social needs of individual residents are met, maintained and enhanced.

**PRIMARY RESPONSIBILITIES:**

- Responsible for the selection, employment, orientation, training, development, evaluation, coaching and discipline of all Memory Care employees.
- Provides appropriate training and coaching to staff in all areas of the Memory Care facility.
- Organizes the functions of the Memory Care through appropriate departmentalization and delegation of duties.
- Effectively manages department schedules to ensure appropriate staffing levels. Secures replacement staff for call offs and planned time off.
- Establishes a formal means of accountability through regularly scheduled departmental meetings and evaluations
- Participates in the pre-admission screening of prospective new residents.
- Designs and creates an exciting life enrichment program to meet each resident's specific needs and interests.
- Ensures that team members are aware of any, and all changes to care plans in a timely manner.
- Participates in the review of resident's individual care plans.
- Ensures that all required program documentation is completed in a timely manner, and is kept up-to-date.
- Reviews and appropriately acts upon the reports of authorized inspecting agencies.

**QUALIFICATIONS:**

- Bachelor's Degree with a major in recreation therapy, recreation, social work, gerontology, or similar related degree program or equivalent in education and experience.
- Three years' experience working with in Dementia programming/enrichment or program development.
- Demonstrated leadership and supervisory abilities and organization in planning. Ability to appropriately handle crisis situations in a calm, professional manner.
- Available to work flexible hours, including occasional weekends and evenings.
- Must possess a valid Pennsylvania driver's license and a good driving record.
- Ability to push a wheelchair or gerichair, support and carry up to 25 pounds.

**PHYSICAL DEMANDS:**

- Assists transporting of participants and occasional driving, food preparation/service, housekeeping, and direct care.
- Visual and aural acuity necessary to communicate effectively with others and complete necessary paperwork. Manual dexterity required daily to handle craft projects.
- Walks 65%, Stands 20 %, Sits 15%