



THE DR. EUNICE NELSON-BAUMANN HOME

2 Sarah Springs Drive
Indian Island, Maine 04468
Tel: (207) 827-0968 Fax: (207) 827-4016

JOB ANNOUNCEMENT:

Program Manager

OPENING DATE: April 1, 2019

CLOSING DATE: Until Suitable Candidate Found

JOB STATUS:

Position: Program Manager
Pay Range: \$19.00-\$27.00 per hr.
Full-time

LOCATION:

Dr. Eunice Nelson-Baumann Home
2 Sarah Springs Drive
Indian Island, ME 04468

BRIEF DESCRIPTION OF DUTIES: This position is responsible for overseeing the delivery of assisted living resident care that promotes the dignity, independence, self-determination, privacy, and choice of each resident, upholding state standards and promoting the philosophy, policies, and protocols of the organization . (See attached Job Description)

QUALIFICATIONS REQUIRED: (See attached Job Description)

HOW TO APPLY:

- Applications available at the Dr. Eunice Nelson-Baumann Home, 2 Sarah Springs Drive, Indian Island, ME 04468
- Submit completed applications and resume along with certifications to: Dr. Eunice Nelson-Baumann Home, 2 Sarah Springs Drive, Indian Island, ME 04468
- For further information, **call (207) 817-7440 or email: *Candy.Henderly@ihs.gov***

DR. EUNICE NELSON BAUMANN HOME JOB DESCRIPTION

I. IDENTIFICATION:

Job Title: Program Manager

Location: Eunice Nelson
Baumann Home
Indian Island, ME

Responsible to: Noli'-trpinawzk Board

Supervises: Residential Assistants, other support staff and volunteers

Pay Range: \$19.00-\$27.00/hr.

II. JOB SUMMARY:

This position is responsible for overseeing the delivery of assisted living resident care that promotes the dignity, independence, self-determination, privacy, and choice of each resident, upholding state standards and promoting the philosophy, policies, and protocols of the organization.

III. ESSENTIAL JOB FUNCTIONS.*

1. Oversees the admission process of assisted living residents, collaborating with residents, family members, care providers, and staff prior to, during and after arrival resulting in smooth transition into new surroundings.
2. Aligns staffing needs to meet organization goals by coordinating the scheduling of all lead caregivers, caregivers and assistant caregivers so that resident care is provided 24 hours a day, 7 days a week according to state staffing regulations.
3. Reviews and approves time cards for payroll process.
4. Oversees the delivery of services identified in Resident Service Plans by delegating and communicating verbal and written expectations to caregivers and assistant caregivers to ensure follow-through.
5. Collaborates with resident, representatives, and staff when determining the need of additional services or if no longer appropriate for Assisted Living.
6. Oversees the activity program so that it provides reality orientation, promotes mental stimulation, physical well-being, physical exercise, and entertainment to the residents.
7. Organizes the various facilitators, ensuring required resources are at their disposal, and evaluating the program and facilitators for effectiveness.
8. Oversees the assistance with self-administration of medication or medication administration, ensuring adequate ordering, receiving, documentation, and safe storage of physician-prescribed medications for residents.
9. Conducts regular review of medication documentation.

10. Coordinates the scheduling of resident appointments and services for regular and emergency medical, dental, foot care, eye examinations and auditory testing ensuring follow up actions are documented in resident records and communicated to staff.
11. Maintains contact with hospital when resident is transferred. Serves as liaison between residents and physicians, home health care agencies, pharmacies and ancillary services.
12. Oversees complete, accurate documentation of resident charts in compliance with state and facility requirements, promoting resident confidentiality and the safe handling and storage of records.
13. Oversees the discharge process of residents to ensure a smooth transition for the resident and family to the next place of service/lodging.
14. Coordinates discharge planning process in advance with each department including packing of resident items, preparation of required documentation to be sent with resident, discontinuation of medication services, and closing of resident record including future contact information.
15. Provides facility tours as necessary to prospective residents and interested parties.
16. Provides assessments for placement suitability.
17. Coordinates logistics of all functions of resident service, connecting with each staff member on every shift, primary responder to incidents, emergencies, and other urgent issues.
18. Collaborates with the Health Department to guarantee that the nutritional needs of residents are met at each meal according to Resident Service Plans.
19. Guarantees compliance with Maine Level III Residential Care Facility licensing guidelines.
20. Participates in risk safety, licensure surveys and inspections.
21. Oversees human resource functions for Assisted Living employees and volunteers. Provides screening, reference checks, hiring, orientation and training. Coordinates continuing education securing presenters/resources to meet state standards.
22. Oversees employee files for all required documentation following up with employees to secure requirements prior to expiration dates.
23. Maintains supply of new hire document packets and other employee forms.
24. Assists in the creation, updating, and publishing of Employee Handbook and Employee Orientation materials
25. Ensures that all staff are culturally sensitive and competent to work with the Native American residents

B. OTHER RELATED DUTIES / RESPONSIBILITIES:

1. Attends regional, statewide or other training programs.
2. Other duties as assigned by the Board.

IV. SPECIFICATIONS / QUALIFICATION:

A. EDUCATION / TRAINING

1. Must provide satisfactory evidence of education, experience and training to meet the needs for the resident's population.
2. Must have experience with grant writing and fundraising.
3. Bachelor's Degree in Social Work, Human Development, Gerontology, Nursing or directly related fields preferred.

OR

Bachelor's Degree in any field PLUS proof of one of the following:

- Certificate of Advanced Study in Long-term Care
- Twelve(12) Semester Hour credits from an accredited college in healthcare management or long-term care

4. Must possess the physical ability, mental health, and good judgment necessary to provide 24-hour care for adults who are disabled or elderly
5. Must demonstrate the ability to take responsibility for the supervision, training and overall conduct of caregivers employed in the home.

B. JOB RELATED EXPERIENCE:

1. Two-years' experience working directly with older persons in long term care community or residential programs preferred.
2. One year of supervisory experience required; two or more years preferred.

C. SPECIAL SKILLS:

1. Excellent interpersonal, verbal and written communication skills.
2. Clearly and accurately conveys complex information to older persons orally and in writing.
3. Self-directed and well-organized.
4. Ability to prioritize multiple demands and respond appropriately.
5. Proficient in the use of word processing, database management, spreadsheet and communications software programs including Microsoft Word for Windows and Excel
6. Makes a positive impression on residents, families and the community.

D. COGNITIVE REQUIREMENTS:

1. Reads and understands and interprets state and federal policies and regulations.
2. Ability to develop & manage schedules for multiple personnel.
3. Ability to apply knowledge of basic mathematical skills.

E. PHYSICAL REQUIREMENTS:

1. May be required to lift up to 40 lbs. Requires basic office work, including sitting, walking, climbing stairs, kneeling, bending and operating office equipment that is hand operated.
2. Driving required – must have valid driver's license for three or more years with no more than one moving violation; proof of automobile liability insurance when driving personal vehicle.

F. WORK ENVIRONMENT:

1. Excellent individual performance is expected but organization goals will be realized through dedicated teamwork pursuing organization objectives.

G. OTHER:

1. This is a 40 hour a week position located at the Dr. Eunice Nelson-Bauman Home, Indian Island, ME.
2. A criminal background check and drug screen will be conducted
3. Work schedule is flexible and is based on the needs of the residents.
4. Program Manager will be available by pager/cell phone to guide staff, if needed, in emergency situations.

* External and internal candidates, as well as job / position incumbents who become disabled, must be able to perform the essential job functions either unaided or with reasonable accommodations which will be determined by management on a case-by-case basis.