



CORDIA SENIOR LIVING POSITION DESCRIPTION

JOB TITLE: Wellness Director

REPORTS TO: Executive Director

SUMMARY OF DUTIES: To provide pathways for residents to lead intentional lives by supporting their efforts to maintain independence and control. Oversee and establish delivery systems for all personal care to residents that include wellness plans that focus on residents' physical, intellectual, spiritual, cultural and emotional engagement and well-being. Manage and supervise the personal care staff in delivering individual wellness services to each Cordia Resident. Participate in delivering Cordia's program curriculum to all residents, particularly those receiving personal care.

IMPORTANT CUSTOMERS: All residents and wellness staff are at the center of the Wellness Director's area of responsibility. To serve them well and maximize resident independence the Director will also work closely with fellow leadership team members, family members, physicians, community organizations and health services agencies to support each resident's personal wellness agenda.

ESSENTIAL FUNCTIONS:

Personal Care Delivery and Management

- Hire, train and manage the ongoing work of the Nursing and Caregiving staff with assistance and support from the Executive Director.
- Implement Cordia's care services policies and procedures in accordance with Federal and State regulations, establishing effective methods and workflows for their consistent delivery at the community level.
- Perform and coordinate the in-service training and competency testing of all staff performing personal care.
- Maintain a level of contact and/or oversight as appropriate of privately contracted service providers serving individual community residents

- Act as a liaison between residents, their families, physicians, hospitals and home care agencies and other health care providers.
- Maintain ongoing care conversations with residents and/or families to discuss care plans and level of personal care needs. Organize wellness programs for residents focused on preventative care issues.
- Be available or arrange for 24-hour nursing staff response to all personal care and wellness issues.
- Provide nursing coverage and assistance when needed.
- Ensure maintenance of all resident records in accordance with IDPH State regulations and Cordia company policies and procedures.
Maintain resident privacy in accordance with company policies and procedures, including ensuring compliance with all HIPAA guidelines.

Marketing/Public Relations

- Assist the Executive Director, the Director of Community Relations and the Program Director in developing marketing programs that educate the community at large about Cordia Senior Residence.
- Assist the Director of Community Relations in closing new resident sales and move-ins by assessing prospect needs and creating wellness plans during entrance committee

Leadership

- Support the Executive Director in creating and maintaining a culture of exceptional customer service for Cordia Senior Residence;
- Supervise/guide the work of the Nurse Manager.
- Provide motivation, performance goals, evaluations, recognition and development opportunities for all Certified Nursing Assistants;
- Play the leadership role in supporting residents' wellness and independence.
- Set an example for all community colleagues by participating in the ongoing delivery of the program calendar at a very high level of quality, especially for those residents who receive personal care services.
- Participate in the daily department head stand-up meetings to ensure that all members of the community's leadership team are aware of Wellness' operating priorities.
- Participate in MOD rotation at an estimated one weekend per month.
- Any additional duties required to fulfill the scope of position.

MINIMUM REQUIREMENTS:

Education:	RN degree with a Bachelor of Science degree in nursing or a related health care field.
Experience:	Must have a minimum of five (5) years of professional experience in an acute care hospital setting, skilled nursing facility, home health care agency or assisted living facility; community home health care experience strongly preferred. Must also have a minimum of five (5) years of supervisory/management experience and a true desire to work with an older customer. Strong links within the Westmont community is an asset.
Skills:	Proven personal care delivery and management skills. Proven supervisory skills. Demonstrate proficiency in utilizing Cordia's wellness and care management software in real time to complete resident assessments, document personal care services, and maintain the Electronic Medication Administration (EMAR). Working knowledge of emergency response and billing systems is required. All candidates must have strong organizational and communication skills, an ability to multitask, and a track record of supporting individualized resident care plans.
Required Training:	Complete Cordia's orientation before beginning work with residents. Ongoing in-service education and training as required.