



<b>POSITION TITLE:</b>	Health and Wellness Transition Support- The Elite	<b>FLSA STATUS:</b>	Salaried/Exempt
<b>SUPVR TITLE:</b>	Director of Wellness and Compliance	<b>APPROVED DATE:</b>	May 2022

**Position Summary**

This position will support the on-site Director of Wellness throughout the community transition process (both acquisitions and dispositions) with project management and communication. Along with the other members of the Transitional Team this role will provide on-site support for the initial thirty (30) to forty-five (45) days to implement processes, foster interdepartmental cooperation and organization to meet Lloyd Jones standards of operational excellence.

<b>Essential Responsibility</b>	<b>Time Interval</b>
Review all processes and procedures with the Director of Wellness to track training and knowledge transfer.	Daily
Train the Director of Wellness on new operational systems.	Daily
Upload any pertinent information timely and accurately in the project management system, Monday.com for corporate regional communication.	Daily
Report and communicate any areas of concern to the Regional Director of Wellness and Compliance for direction.	Daily
Aid in the proper handling of transitional items or pendings.	Daily
Oversee all clinical responsibilities of community associates and ensure their essential responsibilities are performed to standard, while ensuring the image and standards of Lloyd Jones Senior Living are lived.	Daily
Maintains high degree of resident, family and guest satisfaction and retention through consistent delivery of high-quality services.	Daily
Maintains a positive working relationship with all residents, resident family members, employees, and the business community.	Daily
Maintain an atmosphere of stability and positive image amongst the community.	Daily
Participate in the admission and on-going resident assessment process. Maintains competence with all EHR and EMR systems, keeps all electronic and written documentation current per company standards and/or schedules, and ensures competence and compliance of direct reports.	Daily
Ensure assessments, medications, incident reports, nursing and care staff documentation are appropriately entered into the system.	Daily
Assess potential and current residents to ensure appropriate placement for their current level of care.	Daily

Employee Initials \_\_\_\_\_

Job Description: Wellness Transition Support- The Elite Team



Monitors all clinical records to assure accurate, current, and complete information in accordance with state and federal regulations.	Daily
Monitor and oversee the Medication Program and pharmacy performance during the transition support period.	Daily
Ensure associates are providing and documenting services consistent with the resident's plan of care in accordance with state regulatory requirements.	Daily
Continuously maintain knowledge of the policy and procedures of Lloyd Jones Senior Living.	Daily
Collaborate with all departments to coordinate resident care and ensure communication of resident and staff needs. Lead the Health Services team in an inter-departmental collaborative approach to resident care for seamless person-centered care.	Daily
Partner with the Director of Sales to help with any assessments for prospective residents.	Weekly
Review the existing medication program to ensure medications are being stored, delivered, and maintained per protocols.	Weekly
Actively participate in the initial resident meetings or any feedback throughout the on-site support visit while highlighting the positive comments and finding resolution to any undesirable statements.	As needed
Provides leadership for associates and residents to include pro-actively solving problems.	As needed
Maintain positive working relationships with the local ombudsman, health inspectors, and 3 <sup>rd</sup> party providers.	As needed
Maintains superior training and morale, while ensuring training programs are effectively executed.	As needed
Develop and prepare a clinical staffing schedule 30 days in advance, while mitigating any vacant positions to ensure proper coverage.	As needed
Conduct supervisory responsibilities to include selection, hiring, orientation, training, scheduling, counseling, discipline, and terminations.	As needed
Assist in the implementation of the community Risk Management Procedure Plan.	As needed
Develop, implement, and maintain an ongoing Quality Assurance, Safety, Infection and Environmental Control Program and provide appropriate plans of action to correct any identified deficiencies.	As needed
Assist in supporting residents and family during difficult transitional periods throughout the residents stay.	As needed
Conduct resident care plan conferences with families, per state guidelines.	As needed
Notify management, appropriate resident family member/contact, and primary physician after accidents/emergencies involving the resident, within the required timeframe.	As needed
Ensure dietary orders and weight gain/loss are communicated to staff and other departments.	As needed
Immediately report any workplace injuries immediately to your direct supervisor.	As needed

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Attend all in-services, training, staff meetings, and department meetings.	As needed
Complete and adhere to all other tasks and responsibilities set by the direct supervisor.	As needed

**Minimum Job Qualifications**

<b>Level of Education</b>
Bachelor’s degree
<b>Technical or Professional License(s)/Certification(s)</b>
Administrator License in good standing.
<b>Level of Experience</b>
At least 5 years of progressively responsible management experience in the industry or related field.
<b>Travel Requirements and Scheduling</b>
Travel will be 80% within the US. Required lodging is expected in new acquisitions for the initial 30 to 45 day window. A minimum of two (2) weeks will be provided off before the next transition assignment.
<b>General Knowledge/Skills/Abilities</b>
Ability to read and write, follow written and oral instructions, and communicate effectively in English. Ability to work with the elderly in a courteous and friendly manner, demonstrating patience and compassion. Ability to perform duties with consideration for residents’ rights at all times and demonstrate integrity and discretion in the care of residents and in handling their health information. Strong interpersonal, analytical, problem-solving leadership, and motivational skills.
<b>Technical Skills</b>
Knowledge of management, fiscal, and medical/nursing practices and procedures, laws, regulations and guidelines pertaining to long-term care. Ability to plan, organize, develop, implement, interpret, and manage programs, goals, objectives, policies, procedures, and resources necessary to provide quality of care. Proficient with Microsoft Office Suite.

**Inside-Outside Work Contacts**

Primary contacts are with management, reporting staff, and residents.
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**Supervision**

The position is expected to perform independently and exercise good judgment. The position supervises, directs, and reviews the work of other employees, conducts performance appraisals, takes disciplinary action, and oversees activities of multiple departments.
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**Physical/Environmental Demands**

<b>Physical/Sensory</b>
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<p>On a daily basis, throughout the workday: Must be capable of sitting, standing, walking, climbing stairs, reaching, turning, bending, stooping, crouching and kneeling, reaching over the head, grasping with both hands, and fine manipulation. Must be able to lift up to 40 pounds unassisted. Must have normal eyesight or use corrective lenses. Must have three-dimensional vision and ability to judge distances and spatial relationships so as to see objects where and as they actually are. Must be able to recognize colors. Must be able to hear and distinguish between normal tones and be able to perceive the nature of sounds. Must be able to exchange ideas by means of the spoken word as well as engage in activities to convey detailed or spoken instructions to other workers accurately, loudly, and/or quickly. Must have a normal sense of touch and smell.</p>
<p><b>Work Environment</b></p>
<p>Works in a well-lighted, well-ventilated building. Must be able to tolerate occasional exposure to dust, fumes, odors, water, etc., as well as some noise. Subject to frequent interruptions. Subject to hostile or emotionally upset individuals. Must be willing to work, when necessary, beyond normal working hours and on weekends, as well as in other positions as necessary.</p>
<p><b>Risk/Safety</b></p>
<p>The position requires exposure to some risk to physical and/or mental health and safety (i.e., physical assault, communicable disease, etc).</p>
<p><b>Exposure Classification</b></p>
<p>Work related tasks assigned to this position involve the potential exposure as classified in Category III by the Occupational Safety and Health Administration (OSHA). See the facility Exposure Control Plan for potential exposure classification and standard operating procedures for individualized tasks.</p>

This position may include access to Protected Health Information (PHI) as defined within the Health Insurance Portability and Accountability Act (HIPAA) Privacy and Security Rule. PHI refers to individually identifiable health information that is transmitted or maintained in electronic media or any other form or medium. Under the direction of the Privacy/Security Officer, employees who have access to PHI will receive training on the requirements of the Rule and the Lloyd Jones Senior Living health information policies and procedures. Employees who violate the requirements of the HIPAA Privacy and Security Rule are subject to discipline, up to and including termination.

This job description outlines the general responsibilities and requirements for the stated position and in no way is an exhaustive list. Lloyd Jones Senior Living maintains the right to assign or reassign responsibilities to this position at any time. I acknowledge that I have read the job description and understand what is expected of me in this position. I am able to perform the assigned duties with or without reasonable accommodation.

Name (print): \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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