

JOB TITLE: INSPIRATION CARE MANAGER

TITLE OF IMMEDIATE SUPERVISOR: Administrator

DEPARTMENT: Resident Care

STATEMENT OF JOB: The Inspiration Care Manager is responsible for the over-all care of our Residents. They must complete daily assignments which include assisting with resident care, housekeeping, laundry, serving in the dining room, and facilitating or participating in activities and outings. Also ensuring effective communication with residents and families, and notifying the Administrator of any changes in conditions or concerns in an absolute must. As a leader and a role model in the community, the Inspiration Care Manager is responsible for performing all job requirements in a manner which exemplifies the Safe Haven's Management of principles and service.

Characteristic Duties and Responsibilities

Resident-Focused Care

1. Provide personal, physical care for the residents which may include bathing, grooming, oral hygiene, dressing, toileting and/or nutritional oversight.
2. Provide personalized and appropriate care according to resident preferences.
3. Measure and record temperature, pulse, blood pressure, weight, etc. when requested.
4. Make rounds in community as assigned.
5. Assist in preparing the dining room for meal service and serve residents' meals as assigned.
6. Serve meals when instructed to do so.
7. Participate in and/or lead resident activities.
8. Perform daily housekeeping duties in the community as assigned.
9. Maintain resident dignity, privacy, confidentiality and respect.
10. Use good body mechanics and safe practices in all settings.

Communication

1. Review communication log before every shift for any special instructions.
2. Report information verbally or in writing to oncoming shift to ensure a smooth transition between shifts.
3. Observe resident functioning and report any change in condition or behavior to supervisor.

Community-Focused Care

1. Respond on own initiative to help residents and co-workers with needs or requests for service; anticipate resident needs.
2. Assist in cleaning and upkeep of common areas.
3. Observe and report any unsafe work practice, such as poor body mechanics, or condition to the supervisor.
5. Attend in-service training and staff meetings as scheduled. Maintain compliance with state-required topics and number of in-service hours
6. Follow company policies and procedures in performing all job duties as described in the Employee Manual.
7. Work together with others as a team.
8. Other duties as assigned. More specific duties are listed in Employee Manual.

I have read and understand the job description as stated above and accept that any of the tasks may be modified or changed. I accept responsibility for knowing the modification and/or changes in the job description. I can perform the essential functions of this job without any accommodations.

Employee Signature

Date