

THE MARIANIST PROVINCE OF THE UNITED STATES

POSITION DESCRIPTION

Title: Director of Resident Services

LOCATION: Marianist Residence

Reports To: Community Director

FLSA: Exempt

GENERAL SUMMARY

The Director of Resident Services is responsible for overseeing and directing the overall wellbeing for Marianist religious living at or visiting the Marianist Residence and staff.

PRIMARY DUTIES AND RESPONSIBILITIES

1. Directs all nursing care, oversees managers of dining services, and operations.
2. Provides excellent care by implementing ongoing nursing assessment skills, care plans, carrying out doctor's orders and delegating nursing measures and interventions to healthcare staff.
3. Attends doctor's appointment, laboratory, hospital, and other medical and dental appointments as needed. Serves as patient advocate.
4. Purchases medical supplies, housing supplies, equipment and other necessities for patient care.
5. Coordinates with dining services the planning of well-balanced menus for the residents.
6. Assures daily activities are planned and organized to provide appropriate stimulation that engage residents to be active and intellectually stimulated.
7. Hires and trains new staff, including administrative and clinical staff.
8. Fosters creativity among staff to deliver the highest quality and optimum services. Responsible for creating and maintaining an atmosphere of stability.
9. Meets with department supervisors, individually and as a group, on a weekly basis to discuss departmental progress, issues and concerns.
10. Completes annual performance appraisals for healthcare staff and department supervisors in a timely manner.
11. Develops, communicates, and administers department policies and procedures.
12. Schedules regular staff meetings where teamwork is emphasized and encouraged, and problem-solving techniques are presented.
13. Implement an orientation program for all new employees to ensure a welcoming and hospitable environment.
14. Fosters awareness of the Marianists by providing opportunities for employees to deepen their understanding of the mission and charism of the Marianists.
15. Conducts building rounds to ensure cleanliness and safe surroundings.
16. Other duties as assigned by the community director and/or provincial office.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

1. Bachelor of Science in Nursing Degree.
2. Holds an active Texas Registered Nurse License in good standing.
3. Has a Texas driver's license.
4. At least 5 years' experience in senior care nursing and staff management.
5. Willingness to support the vision and values of the Marianists.
6. Fosters cooperation and teamwork among all staff, always courteous to residents, co-workers, and visitors and consistently follows all policies of the organization.
7. Requires ability to travel as needed.

PHYSICAL DEMANDS

Work is generally in an indoor setting. On call 24/7 except during vacation, and holiday off. Must be able to handle, lift, push/pull objects or materials up to fifty pounds. Must be able to stand for prolonged periods of time. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

REASONABLE ACCOMMODATIONS:

Lifting up to fifty pounds is essential for this position. Lifting weights above fifty pounds may be accommodated by seeking help from another co-worker. The remainder of the physical demands listed above is essential to this position for which no reasonable accommodation can be made.

Job descriptions are not intended, nor should be construed, to be all-inclusive lists of all responsibilities, skills, efforts, or working conditions associated with a job. While this job description is intended to be an accurate reflection of the job requirements, management reserves the right to modify, add, or remove duties from particular jobs and to assign other duties as necessary.
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ACCOUNTABILITY

The Director of Resident Services is directly accountable to the Community Director.

Salary and Benefits

Competitive salary and benefit package includes medical, dental, vision, life, LTD, 403B, thirteen paid holidays, and generous paid time off.

For consideration, please email your resume and cover letter to megarcia@sm-usa.org