

Sensations- Resident Service Coordinator Job Summary

Job Title:	Resident Services Coordinator		
Department/Group:	Resident Services		
Position Type:	Part Time		
HR Contact:	Rebecca Long/ Therese Fulgham		
Applications Accepted By:			
Fax or E-mail: Ph: (517) 543-8101 Fax: (517)213-4010 Website: www.sensationsmemorycare.com Subject Line: Part time Resident Service Coordinator Attention: Rebecca Long/Therese Fulgham		Mail: Sensations Memory Care Residence Attn: Administration Office 511 E. Shepherd St. Charlotte, MI 48813	
Job Description			
<p>Job Purpose:</p> <p>Duties:</p> <p>Skills/Qualifications:</p> <p>Working Conditions: (Must be able to work in these conditions with or without the Aid of mechanical devices)</p> <ul style="list-style-type: none"> • Works in office areas as well as throughout all the other community department areas (ie, dining rooms, resident rooms, activity rooms, etc.) • Sits, stands, bends, lifts push, pull and moves in excess of 50 pounds intermittently during working hours. • Subject to frequent interruptions, emotional and mental stress. • Involved with residents, personnel, visitors, governmental agencies, under all conditions and circumstances. • Subject to elderly, disable, ill, and at times hostile and emotionally upset residents, family members, etc. • Communicates with all department head coordinators and Administrative staff. • Works beyond normal duty hours, on weekends and in other positions temporarily when necessary. • Attends and participates in continuing education programs. • May be exposed to infectious waste, diseases, conditions etc, including hepatitis B viruses. <p>Education:</p> <ul style="list-style-type: none"> • Must possess as a minimum, a high school diploma. <p>Experience:</p> <ul style="list-style-type: none"> • Prior experience within the scope of the position description. <p>Specific Requirements:</p> <ul style="list-style-type: none"> • Must be able to read, write, speak and understand the English Language. • Must possess the ability to make independent decisions when circumstances warrant such action. • Must possess the ability to deal tactfully with personnel, family, visitors, residents, governmental agencies and the general public. • Must be a minimum of 18 years of age. • Must be knowledgeable and able to function within the parameters of the Resident Services policies and procedures . • Must possess leadership ability and willingness to work harmoniously with professional and non-professional personnel. 			

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- Must have ability to plan, organize, develop, implement and interpret the programs, goals, objectives, policies, procedures etc. of the administrative department.
- Must maintain the care and use of supplies, equipment, etc and maintain the appearance of the Resident services areas, must perform regular inspections of the areas for sanitation, order, safety and proper performance of assigned duties.
- Must have patience, tact, cheerful disposition and enthusiasm, as well as be willing to handle residents based on whatever maturity level they are currently functioning at.
- Must possess ability to seek out new methods and principles and be willing to incorporate them into existing practices.
- Must be able to read and interpret administrative documents and data.
- Must be able to relate information concerning a resident's condition.
- Must be able to assist in the evacuation of residents.

Acknowledgment:

I have read this position description and fully understand the requirements as set forth therein. I hereby accept the position of the Resident Services Coordinator and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability. I further understand that my employment is at will and thereby understand that my employment can be terminated at will by Sensations or myself and that such termination can be made with or without notice.

Date

Signature Of Resident Services Coordinator

Date

Signature Of Administrator or designee

Oral Review

I certify that this Position Description was orally reviewed with me by _____

On _____, 20__.

Signature of Resident Services Coordinator _____

Risk Exposure Categories:

- 1- Tasks may involve exposure to blood/body fluids.
- 2- Tasks do not involve contact with blood/body fluids but could result in performing a Category 1 task.
- 3- Tasks do not involve any risk of exposure to blood/body fluids.

Position Risk Category= 3

Hepatitis B

The hepatitis B virus infects the liver and can lead to liver failure, cancer and death. The hepatitis B virus is 100 times more contagious than HIV which causes AIDS. Hepatitis B is spread through blood and other bodily fluids.

Symptoms:

The infection may not cause you to feel sick. You can carry the virus without knowing it and infect others. Some symptoms are like the flu making you lose your appetite, feel exhausted, have stomach cramps and throw up. If you are more seriously affected, your eyes and skin may turn yellow with jaundice and you may require hospitalization.

Hepatitis B is found in blood and body fluids. It can be spread by sexual contact, from mother to infant during birth and by

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tattooing or body piercing with unsterile equipment. Once caught, it has no cure. There is however, prevention in the form of the hepatitis B vaccine. This is a series of three injections over a three month period. If you request to be vaccinated, you will be sent to the Health Department. All injections must be given in order for the vaccine to be effective. The vaccination is costly so it is imperative that you complete the series once beginning.

I have read the information regarding Hepatitis B and by signing below I am signifying that I have already received the vaccination.

Printed Name _____

Signature _____

Date _____