




⚠ This job has expired

Memory Care Director

MINNEAPOLIS, MINNESOTA | PERMANENT | POSTED 19 FEB 2020

Primary Purpose: ? The Memory Care Life Enrichment Program Director is responsible for the overall planning, coordination, and implementation of a wide and varied scope of activities and programs designed to meet the unique physical, emotional, and spiritual needs of residents through the community?s person-centered, activity-focused programming. Additionally, this position works closely with the community?s clinical team in an effort to promote open communication regarding the Memory Care resident?s overall well-being. ? Essential Job Functions ?????????? Manage and direct functions of the activities programming in the Memory Care (MC) to include ongoing staff training and program implementation. ?????????? Direct MC staff in the planning and coordination of the MC. ?????????? Evaluate resident activity needs and works in collaboration with MC staff members to explore opportunities for the resident engagement and plan and schedule all daily activities based on individual needs and resident interest. ?????????? Observe and evaluate performance of MC staff to ensure quality standards and services. Assist with interviewing, selecting and training staff involved with providing activities. ?????????? Coordinate and oversee recreation activities including current events, discussion groups, re-motivation therapy, sensory stimulation, cultural activities, religious services, special entertainment, out trips, special events, and one-on-one visits, as indicated. ?????????? Provide education, training, and support groups on the topic of dementia and Alzheimer?s to staff and resident?s families. ?????????? Evaluate programs, operations, and training in order to maintain the highest possible level of service delivery. ?????????? Greet new residents upon admission and orient them and their families to the programming aspects of the MC. ?????????? Coordinate family involvement in the activities and special events. ?????????? Complete each resident?s Life Bio. Ensure that the document is completed soon after move in and is updated as needed. ?????????? Ensure necessary supplies and resources are on hand for each program. Purchases and inventories supplies and equipment. ?????????? Direct volunteer activities in the MC, enlist their support and coordinate their efforts; provide orientation, training and supervision of volunteers. ?????????? Maintain accurate documentation of resident?s progress and responses to program. ?????????? Review and address the concerns and suggestions of residents and family members, and resolve ?????????? Embrace the person centered care model as the center of the care planning and decision making.

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supported in achieving the highest level of physical, mental, and psychosocial well-being. Participate on community committees as required. Attend in service training and education sessions, as assigned. Serve as Manager on Duty on scheduled late shifts and weekends. Maintain appropriate confidentiality of information. Behavior interventions and problem solving for MC residents. Promote the Mission, Vision and Values of Transforming Age in all areas of responsibility. Other duties as assigned. ? Required Skills/Knowledge/Abilities: The Knowledge of management principles involved in resources allocation, leadership technique, and coordination of people and resources. Knowledge of the principles and processes providing customer service including customer needs assessment, meeting quality standards of services and the evaluation of customer satisfaction. Skill in active listening including providing full attention to what others are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times. Skill in creative thinking including developing, designing, or creating new ideas, relationships, or systems. Ability to assess resident or other complaints, and resolve disputed in a friendly, professional manner. Ability to plan, delegate, and prioritize work as well as direct and supervise the activities of MC. Ability to comprehend and communicate effectively verbally and in writing using the English language. Ability to handle multiple tasks simultaneously. CPR certified per states guidelines ? Education/Equivalent Experience Required: Bachelor?s degree in Gerontology, Social Work, Recreation Therapy, or a related field required. Minimum of three (3) years of appropriate professional experience in geriatrics, recreation or dementia care. Certified Dementia Care Manager (CDCM) through the National Council of Certified Dementia Practitioners (NCCDP), Dementia Professional Certification through the Alzheimer?s Association, or equivalent. ? JB.0.00.LN

 Details

