

Job Description

Position Title: Memory Care Program (MCP) Wellness Coordinator

Department: Memory Care Program

Reports To: Memory Care Program Director

Organizations Mission, Vision, and Values

We strive to be a person-centered organization based on resident self-determination. Accordingly, the primary purpose of your job is to promote the health and well-being of all individuals living in the community and treat it as their home. It is essential that you have a genuine interest in being a contributing member of a team that cares for and works with older adults. A critical function associated with your position is the daily enactment of person-centered care values by treating everyone with dignity, respect, courtesy, compassion and care.

Position Summary:

The Wellness Coordinator plays a key role as a member of the comprehensive interdisciplinary healthcare team that works closely with individuals, families, and others. Your primary objective is to provide person-centered care to, advocate for, individuals living in the community to the full extent of your training. The Wellness Coordinator provides psychosocial, medical, and physical care to individuals to meet their daily needs and enable them to attain their highest practical level of wellbeing-physically, psychologically, and socially. The Wellness Coordinator works with the rest of the team to plan and facilitate activities which are of interest to the individuals in order to provide meaningful ways to spend time as recreation, exercise, relationship-building and enjoyment. Services are provided in accordance with the individual's assessment, personal preferences, and as directed by your Supervisor within the guidelines of established policies, procedures, and practices.

Key Duties and Responsibilities:

Leadership

- Provide psychosocial, medical, and physical care to individuals to meet their daily needs and enable them to attain their highest practical level of wellbeing-physically, psychologically, and socially.

Psychosocial Support

- Plan and organize meaningful social activities for individuals and/or small groups, making any necessary arrangements to assure success of the activity.
- Understand and emphasize with individuals' fears, moods, and concerns in an effort to alleviate their worry and daily stressors. Recognize that behavior is communication for those who cannot communicate properly.
- Assess individuals interests to ensure maximum engagement
- Recommend and maintain equipment, supplies, props for use in the activities
- Ensure areas used for activities are well-maintained

Individualized Care

- Support individuals to be as independent as possible with self-care, and provide care as necessary for those unable to care for their own needs.
- Attend to all individual's personal care needs, including but not limited to nourishment, hydration, mobility, hygiene, and grooming in a manner that keeps individuals safe and free from injury.
- Ensure that individuals personal belongings are identified and not lost.
- Ensure comfort and freedom from injury
- Accompany individuals to areas within or outside the care community as needed.
- Answer all requests for assistance promptly and frequently observe individuals who are unable to call for help independently.
- Offer and provide preferred between meal snacks and check rooms for remaining food articles.
- Perform assigned tasks as directed by your Supervisor

Collaboration

- Participate actively in the care planning of the individuals to ensure they have a voice in directing their care and expressing their preferences.
- Assist in planning the monthly calendar and newsletter

Documentation

- Chart notes in an informative and descriptive manner that reflect the activity opportunities provided to the individual as well as the individuals response and level of engagement.
- Report when an individual is involved in an incident and complete proper documentation.
- Report any significant observation on the individuals living in the community regarding their wellbeing.

Education / Improvement

- Demonstrate commitment in improving quality of care by attending seminars, reading professional publications, and participating in committees.
- Participate in continuing education opportunities
- Participate in educational programs that provide information on person centered care, team work and leadership, and care services.

Employment Requirements:

- Bilingual English & Spanish
- Computer Skills
- Certified Nursing Assistant
- Activities Certification Part I & II
- Up to date In-services

Team members assuming this position are expected to adhere to and advance the vision, mission, values and principles of this community. Job description is subject to annual review and updated as necessary. Management reserves the right to change job responsibilities, duties and hours as needs prevail. This document is for management communication only and not intended to imply a written or implied contract of employment.

I _____ have read the above job description, possess the required skills, and fully understand the conditions set forth therein regarding the job of Wellness Coordinator at Residential Plaza at Blue Lagoon. I agree to perform these duties to the best of my ability.

I _____ have read the above job description, possess the required skills, and fully understand the essential functions and conditions set forth therein regarding the job of Healthcare Assistant, at Residential Plaza at Blue Lagoon. I agree to perform these duties to the best of my ability.

Signature

Date

This job description has been approved by all levels of management:

Supervisor: _____

Date: _____

HR: _____

Date: _____