

Job Title: Regional Wellness Coordinator/
RN – up to \$85K/year

**Department/
Group:** Operations

Job Description

Company Philosophy

Arrow Senior Living Management wants every person who chooses to join our team to understand that they play a very important part in a much larger story of residents' lives. It is our hope that Arrow team members create joy-filled memories with this respected generation. And because there is no greater gift that someone can give than their time, we thank you for your generosity.

Key Accountabilities

1. To be an Audacious Auditor: Working with regional and community-level teams, provide regular ongoing audits of documentation and skills, while monitoring departments for compliance.
1. To be a Team Trainer: Providing education and training for clinical Wellness initiatives.
1. To be a Communication Coach. Ensure teams are able to communicate and demonstrate understanding of programs and initiatives.

Duties

This position description is designated to outline primary duties, qualifications, and job scope, but not limit the individual or the organization to just the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of our endeavors.

- Identify and act on opportunities to support communities within assigned territory to ensure both operational and clinical outcomes comply with local, state and federal regulations as well as company standards.
- Collaborate with community leadership team and company Wellness leadership team to ensure effective and ongoing education and training of team members, including execution of onboarding processes as well as evaluation and recording of individual and Wellness team performance, provide coaching and counseling, and make appropriate developmental or performance recommendations.
- Audit and monitor Wellness documentation, resident assessments and service plans, Foresite alert reports, and any other data as required to ensure departmental compliance and accuracy.
- Assess skills of both leadership and line staff within the Wellness department.
- Review onboarding processes for new hires for each community.
- Develop and/or lead Wellness information training sessions in accordance with overall company education and training strategies and goals within assigned communities.
- Provide clinical training for Memory Care Directors and Life Enrichment Coaches.
- Schedule and complete site visits to communities and successfully ensure follow through with Wellness Directors while providing guidance and consistent leadership training within each community.
- Step into open Wellness Director positions and work onsite at a community during transitions or when otherwise needed for extended periods.

- Provide staffing support for communities during crisis, such as during infectious disease outbreaks.
- Keep abreast of health care industry trends and regulatory requirements through active participation in local and state associations, attending courses and reviewing industry publications.
- Provide regular reports and updates to company Wellness leadership team, Regional Operations, and community leadership team on a timely basis.
- If RN, review and cosign resident and move-in assessments as needed.

Requirements

- Be at least (21) years of age.
- Must have LPN or RN license, in good standing
- Shall have two (2) years of college; at least three (3) years of experience providing residential care to the elderly; or equivalent education and experience as approved by the licensing agency.
- Thorough working knowledge of current care standards and regulations.
- Experience in hands-on care of memory-impaired residents.
- Comprehensive working knowledge of current medication regulation and law.
- Knowledge of the requirements for providing care and supervision appropriate to the residents.
- Ability to communicate with physicians, pharmacies, families, and community staff.
- Ability to direct the work of others and to provide the necessary leadership for measurable growth and satisfaction in performing the work.
- Be of good character and a continuing reputation of personal integrity.
- Must be willing to travel regularly and work onsite for extended periods
- Be in good health, and physically and mentally capable of performing assigned tasks. Good physical health shall be verified by a health screening performed by a physician not more than (6) months prior to or (7) days after employment.
- Demonstrates freedom from pulmonary tuberculosis by a health screening performed by a physician not more than (6) months prior to or (7) days after employment.
- Must be criminally cleared by criminal background check.
- Must have a clean driving record as per the insurance carrier's policy.
- Hold a current state issued license or certificate.

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