

POSITION DESCRIPTION

TITLE: Assistant Community Leader
DATE: December 2015
JOB CODE:
DIVISION: Senior Services
DEPT/PROGRAM: The Neighborhoods at St. Elizabeth
SUPERVISOR TITLE: Community Leader
FLSA (EXEMPT/NON-EXEMPT) STATUS: Exempt
PAY GRADE:

SUMMARY:

The Assistant Community Leader assists the Community Leader with fulfilling the mission, by-laws and policies of the Board of Trustees, as well as the legal and regulatory requirements governing Maryland nursing homes; assists in providing overall management for the nursing home; assists in developing policies and procedures, assists in establishing goals and objectives for the operation of the nursing home in collaboration with Catholic Charities. Will assist the Community Leader in leading, directing, organizing and evaluating the operations of the nursing home.

JOB DUTIES / RESPONSIBILITIES:

- Assists with implementing the philosophy, mission and goals, policies and procedures of The Neighborhoods of St. Elizabeth as they relate to employees and elder services, and to participate in their formation.
- Assists the Community Leader in establishing and carrying out formal planning for the achievement of the Home's short and long range goals and objectives, and periodically to review, evaluate and update such plans.
- Assists with recruitment and hiring personnel for administrative employee positions in accordance with St. Elizabeth's policies and procedures.
- Assists in providing guidance, support, supervision and evaluation to members of the Leadership Team and employees.
- Assists with development of a plan of organization for the conduct of the Home's operations and to recommend changes as necessary.
- Assists in the development of a sound financial administration and to monitor budget preparation and financial performance to ensure financial stability.
- Assists in the coordinate the efforts of all disciplines concerned with elder care, assuring that excellent quality care is rendered to St. Elizabeth elders.
- To assist in monitoring statistics, reports, records or service, etc. to ensure compliance with government and licensing regulations, as well as St. Elizabeth standards of excellence in elder care.
- To assist in establishing and monitoring communication systems within St. Elizabeth which promote cohesiveness, team participation and excellence of services.
- To assist the Community Leader in representing the Home to the community, appropriate government agencies and to other related organizations.
- Directly responsible for overseeing Admissions, Marketing and Social Work.
- Directly responsible for overseeing concerns, complaints and Elder and family satisfaction.
- Directly responsible for overseeing the Medicare Short Stay line of business.
- Directly responsible for conducting facility rounds on a daily basis to ensure all standards are in compliance.
- Represents the St. Elizabeth by actively participating in the Maryland Culture Change Coalition.
- Is available as Administrator-On-Call on a rotating basis.
- To be an active member of the Leadership Team participating in and supporting nursing home events and holidays.
- Attend mandatory in-services.
- To carry out other duties as assigned by the Community Leader.



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MINIMUM QUALIFICATIONS / REQUIREMENTS:

Master’s Degree in Administration or health related field is preferred, Bachelor’s degree is required. At least five years related experience, two of which were supervisory. A valid Maryland Nursing Home Administrator’s license. Must possess thorough knowledge and appreciation of the values and structures of the Catholic Church and embraces a pastoral approach to nursing home care. Possesses detailed knowledge of Federal, State and Local laws, and procedures governing all aspects of the nursing home operation. Evidences bold leadership skills, drive and energy in carrying out duties. Demonstrates creativity, vision in problem solving and planning for change.

Must be able to move intermittently throughout the work day. May be required to lift elders, medical equipment, supplies, etc. Must be able to lift a minimum of fifty (50) lbs. with or without accommodation. Must be able to see and hear or use prosthesis that will enable these senses to function.

SKILLS / COMPETENCIES:

- Supports person centered care to enhance the quality of life for the elders within the neighborhood
- Facilitates teamwork by working cooperatively with others to get the job done
- Accepts responsibility for the care and appropriate use of resources
- Identifies areas of potential growth within the neighborhood/community
- Demonstrates the ability to empower team members
- Steps up as Acting LNHA in Community Leader’s absence

Responsible for assisting in overseeing the delivery of care to address the cognitive, physical, emotional and medical needs of the elder population. Responsible for ensuring the home is compliance with all federal, state and local regulations. Is responsible for assisting with the overall management of the neighborhoods. This position requires tact, decision-making and problem-solving, and the ability to establish good intra- and inter-departmental relationships. Individual has access to sensitive information which must remain confidential at all times.

CATHOLIC CHARITIES COMMITMENTS:

The responsibilities of this position must be consistently performed using the following behaviors:

1. Honor and respect the **Dignity** of every person.
2. Encounter each person with **Compassion**.
3. Act with **Humility**.
4. Reach out to others in a spirit of **Collaboration**.
5. Serve with **Excellence**.
6. Act with **Integrity** in everything you do.

Catholic Charities of Baltimore is an equal opportunity employer.

Acknowledgement of Position Description

I have read the role description for **Assistant Community Leader**. I fully understand and accept the duties and responsibilities that are outlined for my position. I will perform these duties and responsibilities to the best of my knowledge and ability.

Employee

Date