

Snyder Village Job Description

Position Title: Assisted Living Memory Care Coordinator

FLSA Status: Non-Exempt

Reports To: Assisted Living Director

General Description

The Memory Care Coordinator is responsible for oversight of the Assisted Living Memory Care program at Snyder Village. The Coordinator will plan and direct implementation of programming, activities and care plans for Memory Care residents.

Hours of Work

Normal working hours are 8:00 a.m. to 4:30 p.m., Monday through Friday. The Memory Care Coordinator may work occasional evening or weekend hours.

Personal Characteristics

1. Innovative, creative and dedicated to providing caring, compassionate services designed to meet the unique needs of Memory Care residents.
2. Ability to oversee and effectively direct the work of Memory Care staff.
3. Ability to uphold the mission and values statement of Snyder Village
4. Excellent listening skills and patience in dealing with residents, families and staff.
5. Flexibility and ability to handle frequent interruptions.
6. Ability to work independently.
7. Ability to read, write, and follow oral and written instructions.

Job Responsibilities, Duties and Authority

1. Oversees day-to-day operation of the Memory Care Program. Helps provide optimal outcomes for residents through implementation of the Comfort Matters philosophy.
2. Participates in and has input regarding Memory Care staff hiring, discipline, and appraisals. (Nurses will directly report to the Director of Nursing and Caregivers will report to the AL Director.)
3. Acts as the primary contact for Memory Care families.
4. Plans and carries out activities and special events. Seeks out and introduces new 1-1 and group activities appropriate for each Memory Care resident.
5. Creates and coordinates the plan of care for each Memory Care resident.
6. Participates in screening and recommends acceptance of potential Memory Care residents.
7. Recommends when a resident needs to be moved to a higher acuity setting. For both admissions and discharges the AL Director will make the final placement decision.
8. Maintains current knowledge of State of Illinois Memory Care requirements.
9. Other duties as assigned.

Employee Acknowledgment

I have read and understand this job description and will perform the above duties to the best of my ability.

Employee Signature _____ Date _____

Assisted Living Director _____ Date _____