

**JOB POSTING
WESTMINSTER VILLAGE**

TITLE: MEMORY CARE COORDINATOR
DEPARTMENT: MEMORY CARE
REPORTS TO: ASSISTED LIVING DIRECTOR
FLSA DESIGNATION: NON-EXEMPT
EMPLOYEE TYPE: FULL TIME
UNION DESIGNATION: ELIGIBLE

WESTMINSTER VILLAGE

Westminster Village, Bloomington-Normal's premier Continuing Care Retirement Community, is a locally owned & operated not-for-profit organization situated on a 40+ acre campus. With over 35 years of experience, The Village has perfected the art of carefree living by managing day-to day tasks such as meals, housekeeping, home maintenance, and transportation to allow Residents more time for the things they enjoy. Westminster Village is currently in need of a full time Memory Care Coordinator for our new Assisted Living Center opening in September 2020.

SUMMARY

Under the supervision of the Assisted Living Director this position is primarily responsible for delivering and supervising nursing care and services to residents in Memory Care. Responsible for responding to medical needs of residents, monitoring care delivery, to assure that established standards of care are followed, and to ensure that the highest degree of quality care is always maintained. The Memory Care Coordinator will lead, direct, and assist staff with understanding WMV's philosophy of care and encourage learning by modeling the proper approaches and communication techniques.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Conduct monthly dementia in-service for staff and maintain the necessary records to reflect completion of training.
- Visit new Memory Care residents upon move-in.
- Respond to emergency calls within the Memory Care area and work with Assisted Living Nurse to assess Assisted Living residents for illness and possible admission to the hospital or skilled nursing facility.
- Alert the Memory Care staff to condition changes in residents.
- Facilitate a pro-active problem-solving approach to challenging resident behaviors.
- Partner with and otherwise assist activities in establishing and maintaining a medication system which adheres to state, federal and company laws, regulations, and guidelines.
- Participates in maintaining accurate service plans for residents and works in collaboration with the Assisted Living Director, Memory Care Nurses, CNA's, families, residents, physician, and other authorized persons and disciplines involved in the care of the resident to facilitate communication and execution of the service plan.
- Daily rounds of residents in Memory Care apartments as needed.
- Familiarize oneself with location and use of firefighting equipment, alarms, and disaster procedures.
- Attend education meetings planned for this position and Memory Care employees.

- Review with the Memory Care staff new residents and/or residents who have been hospitalized, admitted to MHC, receiving supportive care trays, and/or had supportive care calls for emergencies/illness.
- Check and evaluate residents who have a sudden decline, struggling to maintain independence, or have a noticeable cognitive decline.
- Follow up with resident when a change has been made in their service plan.
- Work with Memory Care Nurses, Assisted Living Director, doctors, families and resident to help determine appropriate placement level.
- Dialogue with resident, family, Memory Care Nurses, and staff to make changes needed to allow residents to live at the highest level of independence as possible.
- Assist in planning to move residents to MHC or other level of care if necessary.
- Work with families and residents as their situations change.
- Conduct blood pressure checks for Memory Care residents.
- Performs and documents assessments of residents, including behavior monitoring, physical assessment, responses to specific/new medications when necessary.
- Protects patient confidentiality in all aspects of care and all communication of information. Technology such as fax machine information, computer communication, telephone communication, and direct communication MUST be handled in strict confidence according to the laws which govern patient confidentiality.
- Other duties as assigned.

QUALIFICATIONS

High School Diploma/GED and Nurses Training Program. Must be at least 21 years of age. Must have current Illinois State License for Registered Nurse or Licensed Practical. Previous nursing experience in a geriatric setting is preferred. A college degree with documented coursework in dementia care, plus one year of experience working with persons with dementia OR at least two years of management experience with persons with dementia. Candidates who have facilitated family and caregiver support programs will also be considered. Experienced with staff supervision. Must have the willingness and availability to work nights, weekends and holidays as business needs and schedules dictate. Current CPR certification is required.

PHYSICAL STANDARDS

- Applicants must be able to meet the physical demands as described in the job description and be able occasionally exert to up to 50 pounds of force.