

## Memory Care Coordinator

**DEPARTMENT:** Nursing

### **POSITION SUMMARY**

The Memory Care Coordinator manages the Resident Care Associates and Resident Medication Assistants and supervises care provided to residents in Memory Care. This includes direct resident care, conferring with other disciplines, referring to community resources and/or utilizing resource materials as needed. This position participates in care conferences and staff meetings, completes paper work in a timely manner, and communicates with health care providers, Reutlinger support staff, and other community persons as needed or directed. The Memory Care Coordinator is also responsible for scheduling shifts, job assignments, accountability, and evaluations of Resident Care Associates and Resident Medication Assistants. Additionally, the Memory Care Coordinator is responsible for planning, directing and coordinating programs to meet the creative, social and recreational needs of the residents in Memory Care.

### **POSITION RESPONSIBILITIES INCLUDE:**

- Demonstrates appropriate physical assessment skills for initial and follow-up appraisal of resident status. Possesses an adequate knowledge of clinical disease entities.
- Demonstrates ability to perform nursing treatments and procedures as prescribed for assigned residents. Performs those treatments in an appropriate manner.
- Demonstrates adequate knowledge of specialized diets and medications commonly prescribed to residents and assists with administration and management as needed.
- Demonstrates knowledge and awareness of rehabilitative and preventative aspects of care and ensures resident safety, comfort, and protection.
- Supervises and directs care given to residents by Resident Care Associates and Resident Medication Assistants in Memory Care in an appropriate manner. Ensures continuity of care by appropriately directing, coaching, and counseling the support staff.
- Coordinates resident care by creating and managing monthly schedules for Resident Care Associates and Resident Medication Assistants in Memory Care.
- Responsible for training Memory Care staff.

- Assists physicians or physician extenders in making rounds and assessments of residents (if applicable).
- Marketing to community and assisting with tours as needed.

## **QUALIFICATIONS**

### **Education:**

Valid California Licensed Vocational Nursing certificate or Registered Nurse license preferred. Current CPR certification.

### **Training and Experience:**

Minimum of two years recent long term care experience working with older adults with cognitive deficits preferred. Prior supervisory experience.

### **Knowledge and Abilities:**

Possesses an in-depth knowledge of comprehensive nursing care which includes: clinical disease entities, the physical assessment skills required for initial and follow-up appraisal of all assigned residents, resident treatments, specialized diets, and medication regime for individuals. Must also be aware of the rehabilitative and preventative aspects concerning each resident, their safety, comfort, and protection, the usual performances indicated for disease prevention and restorative measures, the ability to document professional services provided with a realistic plan for reaching short and long term goals, and to be able to make decisions regarding safety needs of residents including adequate equipment.

*The final candidate must successfully pass The Reutlinger's post offer, pre-employment testing which includes a criminal background check, drug test, COVID test, TB screen test and health screen. All staff, except wait staff and dishwasher positions, must be at least 18 years of age.*

*The Reutlinger is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, gender identity, sexual orientation or protected veteran status.*