



<b>Job Title:</b>	Relief Facility Manager	<b>Normal Work Hours:</b>	Varies
<b>Reports To:</b>	Administrator	<b>Job Location</b>	Assisted Living Facility
<b>Starting Salary:</b>	Varies	<b>Job Location Address:</b>	Varies
<b>Minimum Requirements:</b>	<p>Must be at least 18 years of age</p> <p>Must have one (1) year experience working with the elderly.</p> <p>Good people skills</p> <p>Current First Aid.</p>	<p>Must have a valid CA Driver's License and qualify as designated driver.</p> <p>Must be insurable by the Company's insurance company.</p> <p>Must have reliable transportation</p> <p>Must be able to lift 50 lbs</p>	
<b>Review Date(s)</b>	Annually after 90-day Review		
<b>Fringe Benefits</b>	<p>Vacation</p> <p>Paid Sick Leave (Per California Law)</p> <p>Workers Compensation Insurance</p> <p>Disability Insurance</p>	<p>Health, Vision &amp; Dental Insurance (after 30 days)</p> <p>401k (after one year)</p>	
<b>Job Description</b>	<p><b>Role and Responsibilities</b></p> <ul style="list-style-type: none"> <li>• <b>Monthly</b> reporting, monthly summaries assist with employee performance reviews, weekly food and medicine inventories, monthly household inventories, and weekend summary reports.</li> <li>• <b>Daily:</b> pass medications, get mail, sort and answer – check rooms for needed repairs and notify administrator: check cleaning duties for completion; order refills of medications that are not in bubble packs if needed</li> <li>• Notify Administrator if absenteeism is a problem; check for lab work that needs to be done and phone order to lab; check household cleaning goods and replenish from stored supply</li> <li>• Notify Administrator of any concerns about consumers' programming; notify Administrator of any concerns regarding staff or the home; record discussions with staff members about performance, both positive and negative. Follow cookbook instructions on meal preparations on a daily basis. 2-3 days a week of related activities am/pm and prn incontinence care to residents (changing of adult diapers).</li> <li>• Assist with transfer and transportation to doctor's appointments.</li> <li>• Assist the Activities Director in directing guests to activities and make sure guest is ready for outings.</li> <li>• Must be able to lift 50lbs. to safely transfer, assist, and care for resident needs.</li> <li>• <b>Weekly:</b> attend In-Service Program and sign in; check MAR for accuracy, notify Administrator if not correct; check refrigerator and freezer temperatures and record; check water temperature and record, update employee telephone list and notify administrative assistant, update on-call instructions for staff; do visual body check, attend weekly lead staff meetings.</li> <li>• <b>Bi-Weekly:</b> check time cards for accuracy sign and give to Administrator at close of pay period.</li> <li>• <b>Monthly:</b> put new data collection sheets in service plan book before the first of the new month</li> <li>• Take old data collections sheets from the program book and put aside for the Administrator, file old data sheets after Administrator writes monthly summaries</li> <li>• Notify Administrator if care plan objectives need to be revised; schedule and conduct house meetings; evaluate staff performance, including nominating staff for Employee of the Month.</li> <li>• <b>As needed:</b> find substitute staff, orientate new employees to the home</li> <li>• Attend care plan meetings for guests, attend FM meetings (weekly)</li> <li>• Notify staff of all upcoming meetings; arrange with nurse for guests to visit physician, dentist, or other health care professional</li> <li>• Fill in for absent staff if substitute is unavailable; be on-call and available during assigned times</li> </ul>		



**Perform other duties as assigned.**

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1. Assist in the development of each guest's care plan.
2. Attend interdisciplinary team conferences, staff meetings, in-service trainings sessions and all other meetings assigned by the Administrator.
3. Implement all individual care plans.
  - a) Maintain all data collection forms, progress notes, graphs and other required documentation instruments.
  - b) Provide guest's with a warm, nurturing, and consistent living environment.
4. Assist in the planning of all guest program activities; implement all scheduled activities as indicated.
5. Secure medical and dental treatment as indicated and as needed. Maintain up-to-date records as indicated.
6. Administer guest medication as prescribed and follow facility medication administration procedures; document all medication administrations as indicated; monitor all consumers for potential side effects.
7. Document all unusual or significant incidents as they occur using appropriate forms and procedures.
8. Participate in training and conferences.
9. Perform all other duties as assigned by the Administrator.
10. Assist residents in taking care of their pets if necessary.

**Employee Name (printed)** \_\_\_\_\_

**Employee Signature** \_\_\_\_\_

**Date** \_\_\_\_\_