

**The Altnheim
Job Description for Social Services/Admissions Director**

Name: _____ Date of Hire: _____

Dept. Assigned: _____ Director: _____

Shift Assignment: _____ Duty Hours: _____

The purpose of your job description

The primary purpose of your job position is to direct the overall operation of SOCIAL SERVICES and ADMISSIONS DEPARTMENT in accordance with current federal, state, and local requirements and as directed by the Administrator, and to ensure that a successful Social Services and Admissions program is maintained at all times.

Major Duties and Responsibilities

Listed below is an outline of the major duties and responsibilities that you will be required to perform. As a SOCIAL SERVICES/ADMISSIONS DIRECTOR, you are delegated the administrative authority, responsibility, and accountability necessary to carry out assigned duties.

Every effort has been made to make your job description as complete as possible. However, it in no way states or implies that these are the only duties you will be required to perform.

Major Duties and Responsibilities

1. Ability to participate in family and resident activities designed to promote social interaction, reality orientation and intellectual stimulation.
2. Ability to develop one on one relationship with residents and families as needed for counseling.
3. Ability to counsel residents and family in dealing with feelings about death or dying and other emotional, mental, environmental or physical limitations.
4. Ability to document the social care component of the comprehensive Care Plan for each resident.
5. Ability to document all interaction with resident and/or family in the assessment and care plan as required by state standards.
6. Ability to be responsible for completion of discharge plan in accordance with facility discharge policy.
7. Ability to document the social and emotional needs of residents.
8. Ability to act as liaison with social, health and community agencies.

9. Ability to market facility by creating awareness of the facility. Establishing relationships with community organizations, hospitals, and other health agencies to promote the facilities services to the community.
10. Ability to be responsible for referral of residents to social, health and community agencies and ensure documentation in the resident's record concerning the results of such referrals.
11. Ability to coordinate family and community resources as needed to solve financial needs and promote emotional security.
12. Ability to take part in the in-service education and attend all in-service session relating to the Social Services director.
13. Ability to organize community events related to residents' needs and interests.
14. Ability to explain residents' rights to residents and residents' representatives.
15. Ability to plan, schedule and implement room visits for residents unable to leave their rooms.
16. Ability to participate in admissions of residents assigned.
17. Ability to coordinate with Activity Department to meet socialization needs of the resident.
18. Ability to observe infection control procedures.
19. Ability to be responsible for safety of residents under his/her supervision.
20. Ability to observe Residents' Rights and policies at all times.
21. Ability to participate in the theft loss program.
22. Ability to accept assigned duties in a cooperative manner.
23. Ability to observe all facility safety policies and procedures.
24. Ability to assume accountability for data contained in the employees' handbook.
25. Ability to meet documentation requirements per state regulations.
26. Ability to schedule and notify Responsible Party of impending Care Plan meetings.
27. Maintain a good record of attendance. (Abuse of the requirement is interpreted as excessive absenteeism.)
28. Maintain a good record of punctuality. (Abuse of the requirement is interpreted as excessive tardiness, i.e., arriving later than your regular clock-in-time, or excessive early leave, i.e., departing work prior to your regular clock-out time.)
29. Limit personal calls at work to emergencies.
30. Be available by phone at all times, except when on vacation.
31. Others as deemed necessary and appropriate, or as may be directed by the Administrator.