

**POSITION DESCRIPTION****DIRECTOR III**

Lovington Assisted Living Facility  
Center for Rural Services  
Region Ten Community Services Board

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CLASSIFICATION TITLE: Director III

GENERAL STATEMENT OF RESPONSIBILITIES:

This is a FLSA exempt position. The incumbent is responsible for supervising and coordinating the Lovington Assisted Living Facility. The position oversees the planning, direction and implementation of all programs and policies of the facility and ensures the efficient and effective administration of the program. The director is responsible for marketing and public relations activities to maintain occupancy goals including the evaluation and admission process. He/she also ensures resident satisfaction and achievement of realistic care plan goals including the coordination of all resident service activities. The incumbent manages the day-to-day operation of the facility and in this capacity, he/she has responsibility for supervision of program staff, as well as coordination of volunteer or other agency professional mental health staff who may provide services in the facility..

The incumbent reports to the Senior Director for Region Ten's Center for Adult Rehabilitation and Rural Services and receives general supervision. In carrying out position duties, he/she performs in accordance with applicable professional ethics and established Region Ten policies.

The HIPPA access level for this position is Level Two.

The essential functions of this job are starred below (\*) under "Major duties."

MAJOR DUTIES:

1. \*Assesses the needs of potential residents to determine if the facility can meet those needs and determine whether applicants meet the criteria for admission. Complete intake assessment.
2. \*Market services to potential residents across Region I in order to fill vacancies. Work closely with Western State Hospital liaisons to assess individuals who are discharging from the hospital for appropriateness for ALF level of care.
3. \*Ensure that the facility is in working order. Will oversee the maintenance operation and be responsible for ensuring the residents' safety and upkeep of the building.
4. \* Directs and evaluates all operations and staff functions, i.e. nursing, dining services, support staff, building maintenance services, housekeeping, laundry, administration, resident services and therapeutic recreation.
5. \*Ensure that the program is in compliance with all federal, state, local and agency policies and regulations. Ensures compliance with all relevant health, fire and building code requirements and other Department of Social Security licensure requirements.
6. Assists residents in obtaining any benefits they are due such as Veterans Affairs, Medicare or Social Security benefits.
7. \*Ensures resident's satisfaction and achievement of realistic care plan goals, including the coordination of all resident service activities.
8. \*Responsible for hiring, training and scheduling all staff.
9. \*Manages crises effectively and develops procedures for the prevention and resolution of emergent behavioral issues affecting successful stabilization of all residents.
10. \*.
11. \*Maintains individual client records of services and treatment as required.
12. \*Maintains valid certifications for self and all staff as required in First Aid, CPR, Medication Administration, and non-aversive behavior management.
13. Teaches various ongoing trainings, which are required for their staff.
14. Provide a conduit for agency information to be communicated to all staff who are supervised.
15. Attend all training updates on the electronic health record. Serve as the conduit of information and ensure education and updating of all of your staff on the electronic health record, data accuracy, and quality documentation.
16. Able to perform CPR, First Aid when required.

QUALIFICATIONS:

Meets all current requirements for the state of Virginia Department of Social Services Standards and Regulations for Licensed Assisted Living Facilities. Must possess a current, active, License for Assisted Living Facility Administrators. Graduation from an accredited College or University with a Bachelor's Degree in psychology, social work or counseling. RN degree preferred.

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Knowledge of: characteristics of treatment needs and interventions for psychiatrically disabled adults. Knowledge of treatment strategies for persons with alcohol/drug addictions. Chemical and rehabilitation assessments and treatments for dual-disorders adults. Techniques of liaison/outreach work; case management techniques of individual and group counseling; knowledgeable in psychosocial and vocational rehabilitation of psychiatrically disabled individual; knowledgeable in substance abuse recovery; knowledge of services/resources available in community; crisis recognition, prevention and management techniques principle and practices of staff team development. Knowledge of ALF regulations, Hipaa and State and Federal requirements for confidentiality. Medication administration,

Skills in:

1. Program development, implementation, management and coordination.
2. Supervision and performance evaluation of employees.
3. Identify, document and resolve employee disciplinary issues.
4. Implement and monitor staff work schedules to ensure adequate program coverage at all times.
5. Crisis intervention and management.
6. Identifying community resources and organizations.
7. Problem solving.
8. Computer operation.
9. Record keeping and appropriate medical records documentation.
10. Planning and scheduling.
11. Budget planning and management.
12. Clear and concise oral and written communication.
13. Clinical therapeutic appraisal and treatment of mentally ill and substance abusing consumers.
14. Use of Electronic Health Record
15. Quality Assurance consumer records reviews.

Abilities:

1. Work cooperatively and effectively with fellow Supervisors, Directors, and staff toward attainment of agency goals.
2. Maintain effective working relationship with all types/levels of people.
3. Perform major job duties without close supervision.
4. Exercise leadership with staff in team building and working cooperatively toward accomplishment of program goals.
5. Maintain professional ethical standards.
6. Exercise sound judgment.
7. Demonstrate initiative.
8. Represent the CSB in a knowledgeable, professional manner at all times

### **MANAGER PERFORMANCE EVALUATION STANDARDS:**

This position is evaluated according to the Manager Performance Evaluation Standards.

#### **POSITION LOCATION:**

Lovingston Assisted Living  
Front Street  
Lovingston, Virginia

#### **POSITION ORGANIZATION CHART:**

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Senior Director  
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Director IIL

PAYGRADE: 15

SCHEDULE: Monday through Friday, 8:30 - 5:00 or variable evening schedule based on client and program needs.

Position Description Update: January 26, 2018

I have reviewed this job description and acknowledge the duties as well as the KSA (knowledge, skills, abilities) included in this description. I also understand the performance standards as they apply to this position.

\_\_\_\_\_  
Signature

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Name Printed

\_\_\_\_\_  
Date