

# Olympic Neighbors Entity Representative Job Description

Do you enjoy a dynamic work environment that focuses on empowering people to be able to pursue their goals in life? If so, we would like you to join our team.

Olympic Neighbors is a local non-profit dedicated to providing assisted living for people with developmental disabilities within Jefferson County that is client focused and promotes independence and community connection. We employ compassionate people who understand the complexities of living with developmental disabilities, and who are caring, kind and have attention to detail. The Entity Representative is responsible for oversight and management of resident care, overseeing staff, remaining within budgetary guidelines, and maintaining compliance with all regulating authorities.

## Entity Representative

Reports to Executive Director

Employee type: Full time

Compensation: Salary: \$47,000 annually

Employer Sponsored Benefits available

Weekly Hours: 40 hours per week and on call for emergencies.

## ESSENTIAL JOB FUNCTIONS

- Manage the over-site of the residential program and resident care
- Ensure compliance with all regulatory and funding entities such as DSHS, DDA, RCW, WAC's, etc.
- Hire, train and supervise house manager and residential direct care staff.
- Create and maintain staff schedules.
- Complete staff performance evaluations
- Run annual staff MVR report
- Bill bi-monthly for services
- Provide and direct monthly staff meetings
- Provide input into Olympic Neighbors budgeting process and ensure program stays within budget
- Create and submit *Exception to the Rule* (ETR) requests
- Create and compile residential outcome measures as needed by the Executive Director
- Maintain referral/waitlist for each residential sight
- Complete discharge paperwork for residents
- Oversee reporting of *Critical Incidents* (CIR)
- Audit each residential site to ensure compliance with emergency drills

- Routine audit of a sample of client records at each residential site: client notes, Meaningful Day logs, MAR's, etc. to ensure that documentation by staff is correct and meets guidelines.
- Ensure all residents have a self-medication assessment completed upon admission and that medication is managed in the method assessed to be the best process for that resident
- Receive, review, process, file and submit a variety of documents and reports (e.g. personnel information, incident reports, progress notes, daily data collection sheets, etc.).
- Create and update medication administration logs and ensure medications are filled
- Provide backup coverage as needed
- Complete resident assessments for private pay residents.
- Participate in annual and admission assessments for Medicaid residents.
- Create care plans and up date at least annually or as change in resident needs dictate.
- Be responsible for overall administration of resident programs, which are planned and implemented to meet their individual needs and goals.
- Ensure staff maintain credentials and certification as required by licensing agency such as coordinating the continuing education for staff, CPR certification, body mechanics, privacy issues, and resident rights, etc.
- Ensure proper notification of physicians and families for all status changes.
- Monitor that all residents and staff receive proper TB testing upon admission/hire and annually.
- Review medical needs of residents and coordinate services with other healthcare professionals. Schedule appointments with medical providers and coordinate transportation to/from appointments.
- Develop collaborative relationships with DDA case managers, appropriate physicians, pharmacy, home care agencies, local hospital and community based groups
- Responsible for monitoring vehicle maintenance and serves as a contact to the maintenance committee.
- Abide by, enforce and participate in the implementation and ongoing oversight of all Olympic Neighbors safety standards and regulations.
- Provide monthly updates for Olympic Neighbors board of directors
- Assist executive director as needed

## **REQUIREMENTS**

- Must be 21 years of age or older
- RN, LPN, CNA, NAC, HCA or have completed at least one thousand hours of successful direct care experience in the previous 60 months (after age 18) to vulnerable adults in a licensed or contracted setting
- Two or more years of staff supervision, management preferred.
- Current CPR/First Aid.
- 2 step TB test
- Current Driver's License with positive driving history and Auto insurance

## **RESPONSIBILITIES**

- Previous experience working with people with developmental disabilities preferred.
- Excellent interpersonal, organizational and communication skills.
- Must have the ability to read, write and follow oral and written direction in the English language at a level adequate to perform the job duties.
- Must possess leadership and supervisory ability and the willingness to work harmoniously with and supervise other personnel.
- Must maintain and encourage a positive work atmosphere by behaving and communicating in a manner that promotes cooperation with co-workers, managers and others with whom contact is made.
- Must possess the ability to deal tactfully with personnel, residents, family members, visitors, government agencies/personnel, and the general public.
- Ability to timely and effectively follow up on all necessary and appropriate resident documentation.
- Ability to handle several tasks and respond effectively to unexpected changes, requests and stressful situations.
- Must possess the ability to make independent decisions when circumstances warrant such action.
- Must possess the ability to plan, organize, develop, implement, and interpret the programs, goals, objectives, policies and procedures, etc., that are necessary for providing quality care.
- Must have patience, tact, a cheerful disposition and enthusiasm, as well as the willingness to handle difficult residents.
- Must be willing to seek out new methods and principles and be willing to incorporate them into existing care practices.
- Must have knowledge and understanding of licensing requirements as applicable to providing care in the adult family home setting.

## **TRAINING/CERTIFICATION REQUIRED.**

- Completion of Adult Family Home Administrator Training
- 70 hour Developmental Disability training.
- Nurse delegation training
- Complete 12 hours annually of continuing education

## **Physical demands and work environment**

While performing the duties of this job, the employee is regularly required to stand, bend, talk and hear. The employee is required to walk and balance. The employee will occasionally be required to climb stairs. The employee is required to use hand and finger to touch, handle and feel, and is required to reach with hands and arms. The employee must be able to lift

and/or move objects up to 50 pounds. Must be in good general health and demonstrate emotional stability. Specific vision abilities required by this job include close vision, peripheral vision, depth perception and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Individual may be exposed to hostile and emotionally upset residents, family members, staff, visitors, etc.