

**YUKON KOYUKUK ELDER ASSISTED LIVING FACILITY  
POSITION DESCRIPTION**

**POSITION TITLE:**      Resident Manager

**OBJECTIVE:**              Provides general assistance to Administrator in carrying out the functions and operations of the facility with direct roles in care coordination, supervision during absence of Administrator, and resident care.

**QUALIFICATIONS:**      Demonstrated experience/education in the health, human services and/or community services field. Strong desire to provide elder care and ability to act as a role model as a successful team member. Supervisory experience which demonstrates a high degree of interpersonal relationship skills and capability of relating to a variety of people and personalities. Ability to anticipate problems, predict outcomes and resolve difficult situations. Considerable initiative, judgment and leadership skills are also required. Must possess strong organizational and time-management skills. Excellent oral and written communication skills. Familiarity with the Yukon Koyukuk area, people, and cultures. Flexibility and willingness to adapt to general changes in scope of duties as facility develops and matures. Must have an Alaska Driver's License. Dependability is a must. +

**PHYSICAL DEMANDS:** Ability to perform physical work, such as lift/push up to 50 lbs., extensive walking, able to carry, stand, bend, squat, crawl, reach, and kneel using good body mechanics for sustained periods of time. Must possess sight/hearing senses or use prosthetics that will enable these senses to function adequately so that the requirements of this position can be fully met. Good general health and demonstrated emotional stability to cope with the physical, mental and emotional stress of the position.

Assistant Manager Job description

**DUTIES AND  
RESPONSIBILITIES:**

1. Assures the provision of high quality of services needed and desired by residents.
2. Assist with maintaining compliance with appropriate local, state, and federal regulatory standards.
3. Attains and/or maintains the targeted occupancy level and conduct advertisements to attract consumers. Work closely with care coordinators in the region on the completion of the necessary paperwork to enroll consumers into the program.
4. Strives to attain excellence in consumer satisfaction through ongoing solicitation and measurement of consumer feedback, implementation of consumer suggestions, interactive problem solving with residents and an annual program evaluation/quality assurance effort.
5. Ensure that all medication logs are maintained in an accurate and timely manner, and that the program log/recording requirements are being performed by staff in a timely and accurate manner. Includes ordering meds and notifying the residents physician when low on medications and arranging for necessary refills.
6. Assist the Administrator in preparation and administration of annual operating budget. Assist with cost control efforts.
7. In absence of the Administrator, supervises program staff and oversees staffing schedules so that the facility is staffed 24 hours.

**DUTIES AND  
RESPONSIBILITIES cont.:**

8. Assists with planning for the monthly menus that provide nutritious meals and snacks and meet the needs of residents with special dietary needs. In the absence of the Administrator, authorizes the staff to purchase food and other supplies needed for the facility.
9. Ensure that a safe and sanitary environment is provided for staff and consumers; make efforts to reduce safety hazards, accidents and injuries.
10. Assist with planning and participate in a resident centered activity program.
11. Assist with coming up with and monitoring key measurable indicators of the success of daily operations.
12. Assist in maintaining a positive working relationship with resident families, Tanana Chiefs Conference Home Health, Kaltag, Nulato, Koyukuk, Galena and Ruby Tribes, the Edgar Nollner Health Center, Chief Andrew Isaac Health Center
13. Work closely with care coordinators in the development of the consumers' plan of care.
14. Maintains appropriate levels of confidentiality.
15. Demonstrates an appreciation of the heritage, values and wisdom of the residents and an understanding of the aging process.
16. May provide or arrange transportation for residents as needed to attend health care appointments and special activities and events.
17. Continue to expand his/her knowledge through meetings, educational seminars and/or conferences.

**WAGE:** DOE

**REPORTS TO:** Administrator

**DUTY STATION:** Galena, Alaska

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Employee Acknowledgement Date

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Supervisor Signature Date