

Job Description

Mission Statement: LifeStyle Options, Inc.'s mission is to provide reliable service of the highest quality that encourages older adults to be as independent as possible and to live at home with dignity, comfort and security.

Job Title: Program Manager of Health Services

Reports To: Operations Director

FLSA Status: Exempt

Approved By: CEO

Approved Date: March 7, 2015

Revised Date: February 15, 2017

POSITION FUNCTION

In conjunction with the Health Care organization that serves the Sisters of the living word (SLW), plans, directs and organizes the delivery of LifeStyle Options, Inc. services in assigned case load in a manner that ensures that quality standards consistently meet or exceed the established philosophy, expectations and goals of the company.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Performs care coordination for all residents in the SLW organization including those in Assisted Living and Independent.
2. Responsible for opening new cases and insuring that the resident care plan is appropriate for the level of care needed. Monitors the care plan to ensure that resident needs continue to be met.
3. Completes or insures that all resident paperwork is completely filled out, signed by appropriate persons and submitted to SLW.
4. Attends all resident assessment meetings and implements plan for resident service.
5. Primary contact with Resurrection Life Center and other case managers outside of Illinois.
6. Communicates with Director of Program Services regarding the Sister's health status and any issue regarding their health.
7. Directs health care programs/on-going education especially for the aging sisters. Communicates with the Sisters of any and all workshops they may be interested in.
8. Responsible for carrying a cell phone for access from on-call staff.
9. Interface with Medical Records Manager, and Eligibility Specialist for Government Programs
10. Provides updates in monthly newsletters and mailings.
11. Other duties may be assigned.

QUALIFICATIONS

1. RN, and at least 2 years experience in Geriatrics
2. Excellent verbal and written communication skills.
3. Prior supervisory experience.
4. Ability to work independently.
5. Bachelor's degree preferred.

EDUCATION and/or EXPERIENCE

Bachelor's degree from four-year College or university in health or social services is strongly preferred. An equivalent combination of education and experience may be considered. Some supervisory experience is preferred.

LANGUAGE SKILLS

Ability to read, analyzes, and interprets general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to stand, talk and hear. The employee is frequently required to stoop or kneel; and use sense of taste and/or smell. The employee is required to walk and climb or balance objects or persons. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

CERTIFICATES, LICENSES, REGISTRATIONS

Current Illinois driver's license.

WORK ENVIRONMENT

Normal office environment.