

Job Title: IKAYUQTI RESIDENT MANAGER
Reports to: Administrator
Status: Part-time, non-exempt, hourly
Wage: DOE
OPEN:
CLOSE: UNTIL FILLED



JOB SUMMARY

The Resident Manager provides general assistance to the Administrator and NVU General Manager in the operations of IKAYUQTI. The Resident Manager provides coordination of resident care and supervision of caregiving staff. The Resident Manager will assist the Administrator in meeting the State and Federal regulations and reporting requirements, inspections and documentation mandated for assisted living facilities.

ESSENTIAL QUALIFICATIONS

- If Administrator does not manage the daily operation of the home, the Administrator, or the governing body of NVU responsible for the home, shall appoint a Resident Manager who meets the requirements for an Administrator under this chapter.
- Bachelor or higher degree in gerontology, health administration, or another health-related field in place of all or part of the required experience;
- **OR** documentation of completion of an approved management or administrator training course and at least one year of documented experience relevant to the population of residents to be served as a care provider, if the administrator will be providing direct care in the home,
- **OR** documented completion of a certified nurse aide training program approved by the Board of Nursing under 12 AAC 44.830, or that is equivalent in content to the requirements of 12 AAC 44.83(c), and have at least one year of documented experience relevant to the population of residents to be served, as a care provider,
- **OR** at least two years of documented experience, relevant to the population of residents to be served, as a care provider, with documented skills or training relevant to the population of residents to be served,
- **OR** sufficient documented experience in an out-of-home care facility, and sufficient training, education, or other similar experiences to fulfill the duties of an administrator of the type and size of home where the individual is to be employed and to meet the needs of the population of residents to be served.
- Must pass Background check, including fingerprinting
- Must obtain and pass tuberculosis screening
- Currently hold valid CPR and First Aid certification issued by American Red Cross, the American Heart Association, or other agency approved by Department of Health and Social Services
- Currently has Alaska Driver's License
- Must have two (2) employer references, three (3) character references and a resume
- Has sufficient language skills to meet the needs of residents and staff, especially during emergencies
- Ability to anticipate problems, predict outcomes and resolve difficult situations
- Supervisory experience which demonstrates a high degree of interpersonal relation skills and capability of relating to a variety of people and personalities
- Considerable initiative, judgment and leadership skills are required
- Must possess strong organizational and time management skills, and have oral and written communication skills
- The duties and responsibilities are not an all-inclusive list, but rather a general representation of the

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duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

SKILLS AND ABILITIES

- Ability to have a flexible schedule
- Ability to keep neat clean records
- Maintains highest level of confidentiality
- Must exercise initiative, judgment and leadership skills
- Ability to anticipate problems and resolve difficult situations

PHYSICAL DEMANDS

- Extensive walking
- Lift/push up to 50 pounds
- Good general health and demonstrated emotional stability in order to cope with the physical, mental, and emotional stress of the position
- Assists staff when necessary

DUTIES AND RESPONSIBILITIES include, but are not limited to the following:

- Assist with maintaining compliance with appropriate local, State and Federal regulatory standards
- Supervises caregiving staff and oversees staffing schedules so that the facility is staffed 24/7.
- Assists Administrator and General Manager in preparation and administration of operations
- Ensures that a safe and sanitary environment is provided for staff and residents, making efforts to reduce safety hazards, accidents and injury
- Coordinates with cook in planning and ordering monthly foods in order to meet dietary needs of residents; also ensures that sufficient food and other supplies are met
- Ensures 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
- Works closely with care coordinators in the region on the completion of the necessary paperwork to enroll residents into the program, also participating with care coordinator in resident's plan of care
- Assist with planning and implementation of resident activities program
- Attain 12 hours of continuing education units per year

Please submit an application to be considered for this position. Application may be submitted via mail, fax, in person, or by email.

Native Village of Unalakleet
PO BOX 270
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