



**SWEENY COMMUNITY HOSPITAL  
JOB DESCRIPTION**

**Interim Assisted Living Manager**

**Classification: Exempt**

**Position Type: Full-time**

**Reports to: Hospital Administrator/CEO**

**Department: The Fountains - Assisted Living Facility**

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**Summary/Objective:**

Responsible for the overall operations within the assisted living community. Ensures high quality resident services and personal care while remaining within budgetary guidelines. Ensures that facility is in compliance with all state, federal and local regulations.

**Essential Functions:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Supervises staff in all aspects of assisted living services including dietary operations, activity coordination, environmental services, clerical assistance and resident care.
2. Maintains census by assessment and admissions of new residents.
3. Works in collaboration with all disciplinary team members to coordinate every aspect of resident care.
4. Ensures staff are familiar with and adhere to state regulatory standards.
5. Maintains continued education requirements for all staff (including self), as required by professional licensures and state regulations.
6. Maintains on-call status unless designated to another licensed manager or nurse in absence of administrator.
7. Maintains accurate resident charts and state required documentation and is prepared for state survey and health inspections at all times.
8. Monitors and communicates property maintenance, capital improvement, and kitchen needs on an on-going basis.
9. Manages petty cash funds and ensures all managers work within established budgets.
10. Coordinates complete move-in process for all new residents.
11. Addresses all issues and/or concerns of resident's family members and ensure prompt resolutions for overall family satisfaction.
12. Responsible for overall safety of residents and the facility.
13. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints, and resolving problems.
14. Budgetary responsibilities include reviewing financial and budget transactions, assisting with budget development, and budgetary control.
15. Responsible for the overall direction, coordination, and evaluation of all community operations.
16. Performs other duties as assigned.



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**Competencies:**

Communication proficiency in both verbal and written tasks  
Ethical Conduct  
Resident, employee, and facility needs focused  
Flexibility of scheduled hours

**Supervisory Responsibility:**

Supervises all employees within facility

**Work Environment:**

This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, fax machines, and other equipment as needed.

**Physical Demands:**

The physical demands described as follows are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk and hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Duties regularly require standing, walking, bending, kneeling, stooping, pushing, pulling and crouching as well as lifting and/or moving up to 50 lbs.

**Position Type/Expected Hours of Work**

This is a full-time position and core hours of work are Monday through Friday, 8 hours per day with no overtime or with overtime as needed. Position requires work schedule flexibility based on needs of the facility.

**Travel**

Occasional travel is expected for this position due to marketing, networking, meetings and community events.

**Required Education, Experience and License**

High School Diploma or equivalent and meet all education, experience and licensure requirements of an Interim-Assisted Living Administrator in the State of Texas

**Preferred Education, Experience and License**

Prefer at least 2 years of experience working with elderly in a supervisory position, Bachelor's Degree in discipline applicable to position

**Additional Eligibility Qualifications**

Willingness and desire to work with the senior population and continue to gain knowledge in this field.

**AAP/EEO Statement**

Sweeny Community Hospital provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.



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**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for their job. Duties, responsibilities, and activities may change at any time with or without notice.

**Signatures**

This job description has been approved by management:

**Manager** \_\_\_\_\_  
Printed Name Signature Date

**Human Resources** \_\_\_\_\_  
Printed Name Signature Date

**CEO/Administrator** \_\_\_\_\_  
Printed Name Signature Date

**Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.**

**Employee** \_\_\_\_\_  
Printed Name Signature Date