

## **Lead Caregiver (5-7 Years Experience)**

**Location:** Mandeville, LA

### **Position Summary:**

The Lead Caregiver at our residential assisted living facility is responsible for assisting with the day-to-day operations and ensuring the highest quality of care for our 12 senior residents. This role, reporting to the Director, involves assistant managing caregiving staff, coordinating resident activities, and maintaining a safe and nurturing environment. The Lead Caregiver provides senior caregiver services to our residents and plays a critical role in promoting residents' well-being, independence, and dignity while adhering to all regulatory requirements and facility policies. This position requires someone with an incredible positive attitude, a teamwork approach, and a knack for creating enthusiasm and joy in their surroundings.

### **Key Responsibilities:**

#### **1. Resident Care Management:**

- Provide and supervise personal care services to residents, including assistance with activities of daily living (ADLs) such as eating, bathing, dressing, grooming, and toileting.
- Develop and implement individualized care plans for each resident in collaboration with healthcare professionals, the Director, and family members.
- Monitor residents' health and well-being, promptly addressing any changes or concerns, reporting updates, communicating with families, and following all assisted living procedures for documentation.

#### **2. Staff Supervision and Training:**

- Lead, mentor, and supervise caregiving staff to ensure consistent and compassionate care delivery.
- Conduct regular training sessions for staff on best practices, safety protocols, and facility policies.
- Schedule and manage staff shifts to maintain adequate coverage at all times.

#### **3. Administrative Duties:**

- Maintain accurate and up-to-date records of residents' health status, care plans, and any incidents.
- Ensure compliance with all local, state, and federal regulations regarding assisted living facilities.
- Assist with coordination of external healthcare providers, pharmacies, and other service providers as needed.

#### **4. Resident Engagement:**

- Plan and organize activities and programs that promote socialization, physical activity, and mental stimulation for residents.
- Foster a warm, welcoming, and inclusive community atmosphere.
- Encourage and support residents in maintaining their independence and personal interests.

#### **5. Facility Management:**

- Ensure the cleanliness, safety, and overall upkeep of the facility including light cleaning, laundry, and other household duties.

- Conduct regular inspections and address any maintenance issues promptly.
- Implement and enforce safety protocols to protect residents and staff.

**Qualifications:**

- High school diploma or equivalent required; Degree in healthcare, nursing, or a related field preferred.
- Certified Nursing Assistant (CNA) or Home Health Aide (HHA) certification required; additional certifications in geriatric care or dementia care are a Plus.
- Minimum of 5-7 years of experience in a caregiving role, preferably in assisted living, home health, mental health, or similar environment.
- Prior experience in a supervisory or leadership role within a caregiving setting is highly desirable.
- Prior experience with medication administration preferred.

**Skills:**

- Strong leadership and team management skills.
- Excellent communication and interpersonal abilities.
- Compassionate, patient, and empathetic approach to caregiving and relationship-building with residents' families.
- Ability to multitask and handle stressful situations with grace and kindness.
- Proficient in basic computer skills and familiar with electronic health records systems.
- Interest and ability to complete additional course requirements and expand educational achievement in areas of dementia care, house management, communications skills, management, resident care, and more.

**Physical Requirements:**

- Ability to perform physical tasks related to caregiving, including lifting, transferring, and assisting residents with mobility.
- Capacity to work flexible hours, including evenings, weekends, and holidays as needed.

This position offers the opportunity to make a meaningful impact on the lives of our residents by providing them with exceptional care and a comfortable, supportive living environment. If you are a dedicated caregiver with a passion for senior care and leadership, we invite you to apply for this rewarding role.

**What We Offer:**

- A supportive and loving work environment that values each team member's contributions.
- Competitive pay and opportunities for overtime.
- Create your own schedule, as much as possible to meet the shift requirements each week.
- Opportunities for professional growth and development: grow with our company and experience job development and financial incentives.
- A family-friendly culture that promotes work-life balance.