



STORY COTTAGE LEAD

Every day in the United States, 10,000 people turn 65. This growing group of retirees has higher service expectations than any previous generation and wants customized experiences. Senior Home Companions (SHC) meets these needs directly with our unique blend of personalized support. SHC has served older adults in Indianapolis for more than two decades. From providing help after rehab surgeries to assisting older adults engage in life to hands-on personal care, SHC connects clients with a full spectrum of support. These services allow clients to remain in the home of their choice with purpose and dignity. SHC is a private, local Indianapolis company (www.shcindiana.com). Story Cottage was developed by SHC to meet the needs of older adults with memory loss who find that staying in their own home is no longer an option. Story Cottage is an exclusive, custom home that will serve ten residents in the Carmel area.

JOB SUMMARY: The Story Cottage Lead will oversee all the activities at Story Cottage. This will include leadership of all the caregivers as well as external vendors. The Lead will ensure that residents receive exceptional service and care by spending a large amount of time providing hands-on care (CNA, LPN or RN preferred). The Lead will cooperate with the marketing efforts by facilitating onsite tours and will coordinate with outside medical help hired directly by the residents. Additionally, the Lead will oversee the Story Cottage budget to ensure financial goals are achieved.

SKILLS: The Story Cottage Lead must be a self-starter with excellent organizational, caregiving and problem solving abilities. Outstanding interpersonal communication and written skills. Must be experienced in Dementia Care. Must be able to motivate and direct staff with the ability to analyze, plan and implement while also providing hands-on care for about 50% of the time. Strong computer skills are essential. The ideal candidate will be a strong leader who motivates the staff and has a passion for creating a spirit of hospitality.

EXPERIENCE:

- A proven track record of success in senior housing or a healthcare setting as a caregiver with preferences given to a CNA, LPN or RN
- A minimum of 3 years' experience with dementia related care.
- A minimum of 3 years' supervisory experience overseeing other staff.
- Good communication skills, adapting to the needs of the ever-changing audience (associates, residents, families, community).
- Sincere desire to take the reins and have ownership, sees things through to completion, tenacious, has an intrinsic need to do well, enthusiastically does what is necessary to get it done.
- Shows effective problem solving and conflict management skills. Handles sensitive or difficult issues with grace and confidence.
- Remains clear-headed and focused and inspires others to do the same.

ESSENTIAL JOB FUNCTIONS:

- Be the “Champion” of the Story Cottage and own Superlative service
- Provide hands-on care to residents during daytime hours
- Develop and oversee the staff at the SC including hiring, firing, and schedule coordination with support from others on the SHC team
- Facilitate staff training Coordinate and assist with meal preparation
- Make sure charting happens for each resident as scheduled
- Handle caregiver discipline for Story Cottage
- Support the Marketing efforts by doing onsite tours
- Coordinate the purchasing of house supplies to make sure they are available when needed
- Oversee the exterior vendors and services for the SC
- Coordinate with Medical services contracted by the residents
- Oversee the communities' budgets to ensure meeting revenue and occupancy goals.
- Foster an environment where residents are thriving by planning, carrying out and evaluating services based on the needs, interests, and choices of the residents.

- Live out SHC's values of Integrity, Compassion and Effectiveness.
- Coach and mentor the team to help improve knowledge and/or skills.