

ROBERT SMITH

Associate Director Of Assisted Living

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SUMMARY

A challenging Director Of Assisted Living position utilizing administrative and clinical experience.

CORE COMPETENCIES

Personnel Management, Office Management, Patient Care, Computer .

PROFESSIONAL EXPERIENCE

Associate Director Of Assisted Living

ABC Corporation - August 2006 – August 2014

Key Deliverables:

- Managed a nursing team of up to 40 individuals, including hiring, training and performance reviews.
- Required to meet all regulatory standards according to state, federal and institutional guidelines.
- Performed quality assurance reviews.
- Completed random file audits to ensure proper and timely documentation.
- Completed certification as Assisted Living Manager.
- Assisted the department with transition to electronic medical records and facilitated the training for all staff.
- Recognized the need for a higher level of supervision and specialized care for residents with dementia, became certified as a Dementia Practitioner and opened a dementia-specific unit.

Director Of Assisted Living

Delta Corporation - 2003 – 2006

Key Deliverables:

- I made families comfortable to go home, they trusted their loved one was receiving excellent care under me.
- Improved census in 6 months from 40% to 90%.
- Outside entities such as dialysis, wound clinic, homecare, and known physicians, would refer to the home I am working , because they know the care they assured there loved one will recieve, they do in fact recieve.
- Am very dedicated, residents get sick at all hours, I am in charge of educating unlicensed staff to care for these residents, I am passionate about teaching these ee, as long as the AL is organized with there own policies at beginning then completing these task are fun, enjoyable, and it makes my day to see staff residents and families smiling..
- Am not the 9-5 nurse.
- Am the 9-when the resident is comfortable and safe nurse manager.

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- Developed special activities for dementia care, and restorative in AL..

EDUCATION

Associate of Arts - (DMACC - Ankeny, IA)

