# TITLE: Weekend Manager

**LAST REVISED: October 13, 2016**

# REPORTS TO: Night Supervisor

**METHOD OF PAY: Hourly**

**PURPOSE OF POSITION:**

The primary purpose of all staff is to create and maintain an atmosphere of warmth, personal interest and positive emphasis, as well as a calm environment throughout each section and all shifts. To also provide care to residents with respect to the compliance with our rules of conduct, employment policies, and in accordance with current federal, state, and local standards, guidelines, and regulation that govern the facility to ensure that the highest degree of quality of care is maintained at all times. As Weekend Manager, you are delegated the administrative authority, responsibility, and accountability necessary for carrying out your assigned duties.

**ROLE AND RESPONSIBILITY:**

* Assist the Administrator in the planning, developing, organizing, implementing, evaluating, and performing administrative procedures.
* Assist in maintaining a good public relations program that serves the best interest of the facility and community alike.
* Consult with department supervisors concerning their administrative needs, and other related areas, to assist in eliminating/correcting problem areas, and/or improvement of services.
* Release information in accordance with established policies and procedures.
* Represent the facility at and participate in meetings as required by the Administrator.
* Perform administrative requirements such as completing necessary forms, reports, etc., and submitting to the Administrator as required.
* Assist in administrative studies and projects as assigned or that may become necessary.
* Work with the consultants as necessary and implement recommended changes as required.
* Review complaints and make necessary oral/written reports to the Administrator.
* Schedule appointments, process mail, answer phones, as necessary.
* Greet visitors and offer direction.
* Assist in coordinating and planning activities.

**KEY STRENGTHS AND REQUIREMNTS:**

* Must be able to push, pull, move, and/or lift a minimum of 50 pounds to a minimum height of 5 feet and be able to push, pull, move, and/or carry such weight a minimum distance of 10 feet.
* Must be flexible in willingness and ability to work beyond normal duty hours, including weekends, and in other situations as needed to meet the requirements of Magnolia Manor residents.

**EDUCATION / EXPERIENCE:**

* Must possess, as a minimum, a high school diploma or equivalent
* Strong Administrative Skills