

QUEST ASSET MANAGEMENT, INC.

Job Description

JOB TITLE: Social Service Director

REPORTING:

The Social Service Director reports to the property manager and the Regional Manager in the Property Manager's absence.

The Social Service Director is responsible for all resident activities of the community including coordinating all internal and external resident activities, creating the monthly activity calendar, arranging outside entertainment, assessing resident preferences, and guiding program to meet their needs.

ESSENTIAL

FUNCTIONS:

Responsible for creating a fun and innovative activities program for residents to ensure the program is in compliance with the property's LURA (Land Use Restriction Agreement).

Responsible for assessing the interests and activity needs of residents at the time of move-in and throughout their residency with us. Orient all residents to activity program and how to access activities.

Responsible for stimulating residents by offering activities that promote mental, intellectual, creative, spiritual and physical well-being.

Responsible for planning and developing monthly activities calendar and newsletter.

Responsible for coordinating and planning events that appeal to residents.

Responsible for maintaining inventory of food and supplies, shopping, set up, take down, and clean- up of all resident activities.

REQUIREMENTS:

High School graduate or some college preferred.

Appearance compatible with image of property, positive attitude, good sense of humor, patient, energetic, and assertive.

Demonstrate integrity on a personal as well as professional level.

Exceptional oral and written skills.

Attentive to detail, able to multi-task, and well organized.

Party planning and simple cooking skills.

Ability to positively interact with a wide variety of people, especially Seniors Citizens.

Comply with Quest Asset Management, Inc. policies and procedures.

Valid driver's license, minimum state required auto insurance and reliable transportation.

PHYSICAL

REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel objects, tool or control; reach with hands and arms; and talk or hear. The employee is frequently required to stand for long periods of time, walk, sit, climb, or balance; and occasionally required to stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Acknowledgement:

I have reviewed this job description and am able to perform the duties and agree to adhere to the standards as a condition of employment.

I understand that this job description does not list the exclusive standards of this position and that I must follow any other instructions, and perform any other related duties as may be required by my supervisor. I understand that employment with Quest Asset Management, Inc. is at will, meaning that employment may be terminated at any time for any reason without specific prior notice.

I understand that this is not an employment contract, but merely an acknowledgement of the company's expectations of me.

Signature

Date