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# Example of Resident Director Job Description

Our innovative and growing company is looking to fill the role of resident director. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for resident director

* Working open shifts
* Orienting new residents and families
* Managing supplies and ordering stock
* MAR/Cart oversight, monthly POS turnover
* Design and implement a weeklong training program for the Resident Assistants with the help of the full time Residential Education staff
* Provide supervision to the Summer Resident Assistant team, which will include leadership development activities for the team throughout the summer
* Plan and implement Summer Resident Assistant training
* Assist in planning and day-to-day operations for housing functions of the summer extension programs, including housing assignments, check-in/check-out, addressing facilities issues
* Serve as an on-call staff member while summer programs are in session
* Co-supervises the Summer Resident Assistant staff throughout the summer

## Qualifications for resident director

* 2 Years' experience in an Alzheimer's Dementia Unit
* Current, unencumbered State RN or LPN
* Preferred experience with the Alzheimer's/Dementia population
* Hours include evenings, weekends and holidays
* Live on-campus in an apartment community
* Participate in an on-call duty rotation providing coverage 7 days a week, 24-hours a day, including holidays