

# The Reserve on Arbor Way

Kaukauna, WI

## STAFFING MODEL

(Assisted Living & Memory Care)

Updated: May 17, 2023

<u>Unit Mix:</u>	<u>Units:</u>	<u>Beds:</u>
Assisted Living	80	104
Memory Care	28	28
<b>Totals:</b>	<b>108</b>	<b>132</b>

### JOB DESCRIPTION:

### 1st Shift

### 2nd Shift

### 3rd Shift

Executive Director / Administrator	1		
Assistant Administrator		1	
Controller/Billing/ Human Resources	1		
Marketing & Admissions Director	1		
Admissions Assistant	1	1	
Executive Chef	1		
Cooks	2	2	
Wait Staff	3	3	
Dishwashers	1	1	
Director of Nursing	1		
RN's	2	2	
LPN's	2	2	1
Direct Care Supervisor ("DCS")	1		
Assistant DCS		1	1
Certified Nursing Assistants ("CNA")	9	9	3
Caregivers	4.5	4.5	3
Activities / Wellness Director	1		
Assistants	2	2	2
House Keepers & Laundry Staff	4	4	2
Maintenance Manager	1		
Assistants	1	1	
<b>TOTALS:</b>	<b>39.5</b>	<b>33.5</b>	<b>12</b>

**TOTAL FTE EMPLOYEES: 85**

### Notes:

The State of Wisconsin has no minimum Staffing Requirements, so long as in the event of an evacuation, all residents can be evacuated from the building in 4 minutes or less.

The above Staffing Model reflects Full Time Equivalent ("FTE") Employees.

<u>Target FTE Staffing Ratios:</u>	<u>ALF</u>	<u>MC</u>
Day Shifts:	10:1	8:1
Night / Sleeping Shift:	20:1	16:1