

RESIDENT CARE COORDINATOR

DEPARTMENT: Nursing
SUPERVISOR: Executive Director

FLSA STATUS: Non-Exempt
DATE: July 1, 2018

AREA OF SUPERVISION: Personal Care staff and coordinate care with other departments.

DUTIES AND RESPONSIBILITIES

Coordinate the service/assistance plans to meet health needs of the residents and promote wellness.

Performs tenant health assessments; provides training/oversight to staff for medication assistance, health monitoring and assistance with health-related tasks, as allowed by regulation; coordinates tenant care with third-party providers such as physicians and home health agencies.

FUNCTIONS

1. Meet with every new resident and complete a service plan within one week prior to their moving into the facility, 30 days, quarterly and as needed.
2. For at-risk residents, coordinate the assistance plan, activate resources through home health, and communicate with the physician regarding issues that keep the resident at risk.
3. Provide medical input for resident, families and staff when the need for an alternative care setting becomes necessary.
4. Provide in-service for staff on health conditions common to aging and specific to residents in assisted living, so that they can deal better with residents' needs.
5. Establish a medication setup system that works for each resident, so that each can remain as independent as possible in taking medication according to state regulations..
6. Review all emergency calls for assistance by residents and complete a quality-action review on the treatment and handling of each emergency by staff.
7. Assesses residents' functional status and social, psychological, and spiritual needs on an ongoing basis, but especially prior to move-in or move-out and after hospital stays. Assure that service plans are completed and arrange services and support to meet resident needs. Refer residents to community-based services and medical services as necessary.
8. Provide required staff, in accordance with federal, state, and local laws, to assure uninterrupted service to the residents.
9. Establish and maintain procedure to ensure licensed personnel and medication aides have a current and valid license as required by law.
10. Annually evaluate work of each employee in personal care department and discuss each evaluation.
11. Based upon employees' merits, award promotions when vacancies or new positions occur, and grant pay increases with approval of Program Director.
12. Evaluate, plan and organize residents' personal care according to established policies.
13. Supervise personal care activities and promote improvement in the facility.
14. Coordinate personal care services with other departments.

15. Order, store, and maintain supplies and equipment necessary to provide for residents needs
16. Administer medications and perform treatments
17. Keep accurate up to date records of meds and
18. Maintain accurate reporting and recording (i.e. resident charts) according to policies and procedures set forth, and evaluate and make recommendations for improvement for the welfare of residents ability to use clinical software programs.
19. Prepare and post work schedules by the 25th of previous month.
20. Assure that personnel are familiar with fire drill regulations, procedures, and the disaster plan.
21. Assist in interpreting the goals and objectives of the facility to personal care staff.
22. Verify time worked as reported on personnel time cards.
23. Be accountable for nursing compliance, excellence, and delivery of resident-care services in adherence with federal, state, and local regulations.
24. Manage the personal care staff through appropriate hiring, orientation, in-service training, evaluation, assignment, dismissal and delegation of duties.
25. Review and ensure proper resident assessment plans in coordination with physician, external care agencies, consultants, staff, and therapist.
26. Insure that adequate and proper equipment and supplies are available for staff.
27. Be responsible for direct handling of emergency situation.
28. Provide or coordinate educational opportunities related to health issues of interest to the residents.
29. Provide foot care to residents who have minimal foot problems but cannot see or bend to keep toenails trimmed.
30. Responsible for supervision of other employees and building in absence of Program Director.
31. Perform related duties as assigned or as the situation dictates.
32. Assist in marketing of the facility.
33. Coordinate the move-in and move-out of residents
34. Assist with interviews of prospective residents and their families to determine acceptability for admission to the facility.
35. Interprets facility policies and procedures to the employees and others.
36. Directs and supervises staff development and training.
37. Works within the current budgetary guidelines.
38. Coordinates the scheduling of resident medical appointments. Transports to appointments when needed.
39. Provides training and oversight to ensure appropriate infection control procedures are followed by staff.
40. Conducts regular quality assurance reviews of staff documentation of medication/treatment assistance provided.
41. Coordinates and oversees the implementation of all new physician orders.
42. Is on-call to respond to staff concerns and questions.

Risk Exposure Categories:

- 1**=Tasks may involve exposure to blood/body fluids.
- 2**=Tasks do not involve contact with blood/body fluids but could result in performing a Category 1 task.
- 3**=Tasks do not involve any risk of exposure to blood/body fluids

PHYSICAL REQUIREMENTS

These are physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the Company may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential functions to which it relates, and the proposed accommodation.

	Rarely (0-12%)	Occasionally (12-33%)	Frequently (34-66%)	Regularly (67-100%)
Standing/Walking:			x	
Sitting:			x	
Lifting/Carrying: 50 lbs.		x		
Pushing/Pulling: 50 lbs.		x		
Climbing/Balancing:	x			
Stooping:	x			
Squatting:	x			
Kneeling:	x			
Reaching:			x	
Hearing/Listening: Must be able to hear well enough to communicate with co-workers and residents				x
Fingering/Grasping/Feeling: Dexterity necessary to handle and manipulate equipment and supplies.				x
Seeing: Must be able to read reports, instructions, and observe residents				x
Color Perception: (Red, Green, Amber)				x
Plants/Animals	x			

MENTAL/REASONING REQUIREMENTS

Reading Simple Writing – Complex Analysis/Comprehension
 Reading-Complex Clerical Judgement/Decision Making
 Writing – Simple Basic Math Skills

EXPOSURES

Airborne particles Explosives Muscular Strain Temperature
 Caustics Fumes Noise Toxicants
 Chemicals High places Odors Vibration
 Electrical Current Moving Parts Physical abuse Vision strain
 Slippery Floors Weather

WORK AREA AND ENVIRONMENT

Office, nurses station, drug room, resident rooms, and throughout the facility

QUALIFICATIONS

License/Registration: Hold a current, unencumbered license in this state as a registered nurse or LPN. Registered with the State Board of Nursing in this state.

Continuing Education: As required to retain license and registration

Education: Must be a graduate of a credited school of professional nursing.

Experience: Management experience preferred. One year preferred.

Job Knowledge: Nursing policies and procedures; administration of medication, possible side effects, and treatment as prescribed; federal, state, and local laws and regulations relating to resident care; comprehensive knowledge of nursing practices; physical, psychological, social, and medical needs of residents; organizational structure and duties of employees under supervision.

Professional Memberships: Recommended and encouraged.

Other: Excellent human relations and communication skills are needed to maintain good rapport and effective working relationships with staff and residents.

BASIC REQUIREMENTS

1. Residents always come first, and their needs will be met unless there is a conflict with the needs of others or the organization as a whole.
2. Residents, resident families, co-workers and visitors will be treated with respect, dignity and kindness.
3. Support the mission, vision and values of the facility
4. Employee behavior will consistently be in a manner that demonstrates both employee's and the company's commitment to an ethical, honest and above-board approach in all dealings with employees, customers, suppliers and the community.
5. Report to work on time and for scheduled shifts as attendance is required to perform the duties and responsibilities of this position.