



Bethesda Home of Aberdeen
Bethesda Home

Job Description

TITLE: Resident Care Coordinator
DEPARTMENT: Nursing
SUPERVISOR: Director of Nursing
SHIFT: 8AM – 4:30 PM, subject to variance

REQUIREMENTS AND QUALIFICATIONS:

Education: Must possess, as a minimum, an associates Registered Nursing Degree from an accredited college or university.
Experience: Prefer two years of experience as a Registered Nurse in a long-term care setting. Computer knowledge is necessary.

JOB SUMMARY:

The primary purpose of the Resident Care Coordinator position is to coordinate and supervise all resident care staff and the care provided on the unit according to established policies, procedures, and standards. The Resident Care Coordinator position is to ensure a full continuum of resident centered care is provided and to develop and achieve optimal outcomes for each resident.

DUTIES AND RESPONSIBILITIES:

- Oversee and assist in performing and completing new Resident and re-admit admissions process including documentation of physical and psychosocial and educational assessments.
- Identifies and documents alterations in resident health status based on ongoing assessment.
- Perform and document accurate assessment of new admission, re-admission, quarterly and all assigned Medicare
- MDS assessments on all residents.
- Develops nursing diagnosis and problem identification for the plan of care based on the resident's needs.
- Ensure implementation of nursing care plan. Collaborate with the interdisciplinary team. Direct and educate CNAs and nurses for care plan follow through.
- Acts as a care role model and assumes supervision and leadership in communication and delegation to RNs/LPNs and CNAs.
- Responsible for discharge and transfer teaching needs for resident and significant others.
- Perform and document weekly skin assessments. Ensure implementation of identified interventions to promote skin healing.
- Supports, promotes, and protects Resident Rights.
- Collaborates with other health care agencies in planning discharge needs.
- Communicates resident progress to interdisciplinary team members by participation in care plan meetings.
- Attends resident/family care conferences and gives nursing care report/update in relation to care plan goals, as directed.
- Is clinically astute to physiological changes impacting the resident condition and in acting on observations regarding resident conditions.
- Shares knowledge with all staff members and actively uses teaching opportunities to educate all levels of nursing staff.

- Delegates to, communicates with, and supervises CNAs, RNs and LPNs.
- Make daily rounds on your unit/shift to ensure that nursing service personnel are performing their work assignments in accordance with acceptable nursing and safety standards. Assist as necessary.
- Ensure appropriate follow-up to orders and diagnostic test results.
- Complete and follow up with pharmacy review as part of drug regimen review.
- Coordinates and assists with physician rounds.
- Collaborates with Hospice and Palliative Care staff to ensure resident choice in care is followed.
- Ensure staff follow safety policies and procedures.
- Ensure staff completes proper reports and forms when required as established in department and facility policies and procedures.
- Assumes responsibility for own judgement and action consistent with the Nurse Practice Act.
- Works with Staff Education Coordinator in completing competencies.
- Evaluates the quality and effectiveness of personal nursing practice
- Identifies and leads quality care activities.
- Inform Director of Nursing immediately of resident or employee issues that need follow-up.
- Convey enthusiasm and sincerity. Project an image of professionalism through appropriate attire and mannerisms.
- Maintain a quality working relationship with the medical profession and other related facilities and organizations.
- Develop and nurture good relationships and rapport with all services involved with each individual resident care.
- Demonstrate patience, tact, and cheerful dispositions and enthusiasm, as well as the willingness to handle difficult situations.
- Coordinate nursing services with other departments as needed.
- Identify and correct problem areas, and/or the improvement of services.
- Establish open lines of communication with consultants and referrals, and consistently take follow-up action on recommendations.
- Maintain professional competence through participation in programs of training.
- Provide leadership to nursing personnel assigned to your shift/unit.
- Ensure staff follows safety policies and procedures.
- Ensure staff completes proper reports and forms when required and as established by department and facility policies and procedures.
- Ensure that personnel utilize appropriate infection control policies and procedures.
- Counsel/coach department personnel as requested or as necessary.
- Communicate with employees, providing clear, concise information as well as specific assignments.
- Assist to develop and maintain written policies and procedures for nursing department.
- Make recommendations for supplies and equipment.
- Assist with the implementation of educational and training programs specific to the nursing department as needed.
- Conduct CNA skills for education per facility guidelines.

JOB EXPECTATIONS:

- Follow established safety precautions when performing tasks and using equipment and supplies.
- Assure that work performance is to the best of ability and effort.
- Be accountable for use of time.
- Adhere to work schedules as closely as possible including time and attendance. Proper notification of an absence is essential.

- Exhibit a clean, neat, and professional appearance. Adhere to the appearance and dress codes of the facility.
- Assure that work/assignment areas are clean and that equipment, tools, supplies, etc., are properly stored at all times, including before leaving such areas for breaks, mealtimes, and end of the workday. Assure that assigned work areas are maintained in a clean, safe, comfortable, and attractive manner. Report all hazardous conditions or equipment.
- Assure that established infection control practices are maintained at all times.
- Follow established department and facility policies and procedures.
- Complete proper reports and forms when required as established by department and facility policies and procedures and/or as requested.
- Report all accidents/incidents.
- Handle unanticipated events in a professional and calm manner.
- Must be able to deal tactfully with co-workers, residents, family members, visitors, government agencies and the public.
- Must work harmoniously with residents and with other staff in all departments.
- Must represent facility in a calm and pleasant manner.
- Attend and participate in in-service educational classes, departmental meetings, staff meetings, and committee meetings.
- Maintain the confidentiality of resident, physician, and co-worker information.
- Honor the residents' personal and property rights.

PHYSICAL DEMANDS AND SPECIFIC REQUIREMENTS:

Must be able to move intermittently throughout the workday.

Works in all areas of the facility.

May be required to work on shifts, areas, and rotations other than the one for which hired.

Works beyond normal working hours and on weekends and holidays, as well as in other positions as needed.

Must possess the ability to set priorities, organize duties and manage time to ensure optimal resident outcomes.

Must be knowledgeable of nursing and medical practices and procedures, as well as laws, regulations and guidelines that pertain to long-term care.

Must possess the ability to make independent decisions when circumstances warrant such action

Must be able to speak and write the English language in an understandable manner.

Must be able to cope with the mental and emotional stress of the position.

Must be able to see and hear or use prosthetics that will enable these senses to function adequately to ensure that the requirements of this position can be fully met.

Must function independently and have flexibility, personal integrity, and the ability to work effectively with residents, personnel, and support agencies.

Must meet the general health requirements set forth by the policies of this facility which include a medical and physical examination.

Must be able to relate to and work with the ill, disabled, elderly, emotionally upset, and, at times, hostile people within the facility.

May be necessary to assist in the evacuation of residents during emergency situations.

Must be able to transfer, push, pull and lift up to 30 pounds to a minimum height of 5 feet, a minimum distance of 100 feet.

Work requires **frequent** pushing, standing, walking, squatting, forward bending, grasping firm and use of foot.

Position requires **continuous** reaching forward and grasping light.

Overhead reaching and sitting is occasional.

JOB ANALYSIS IS AVAILABLE

EQUIPMENT:

- Charts and Chart carts
- Patient beds
- IV poles and IV pumps
- Feeding pumps
- Syringes and sharps
- Medication cart
- Computer
- Copy/Fax Machine
- Printer
- Suction machines, CPAP machines
- Wheelchairs and mechanical lifts
- Scales
- One touch
- Stethoscopes, blood pressure cuffs and thermometers
- Telephone, pagers, copy machine, FAX machine

Reasonable Accommodation Statement

Consistent with the Americans with Disabilities Act (ADA) and state civil rights law, it is the policy of Bethesda Home of Aberdeen to provide reasonable accommodation when requested by a qualified applicant or employee with a disability, unless such accommodation would cause an undue hardship. The policy regarding requests for reasonable accommodation applies to all aspects of employment, including the application process. If reasonable accommodation is needed, please contact the Human Resources Department at 605-225-7580, lynnwanner@aberdeenbethesda.org.

ACKNOWLEDGMENT

I have read this job description and fully understand the requirements and expectations set forth therein. I hereby agree to abide by all standards, policies, and procedures of the facility. This job description is intended to convey the general scope of the major duties and responsibilities inherent in this position. I am aware that additional duties may be required of the position that are not currently listed and Bethesda has the right to amend, supplement, modify or eliminate one or more of the provisions within, without prior notice

I understand that as a result of my employment, I may be exposed to blood, body fluids, infectious diseases, air contaminants and hazardous chemicals and that the facility will provide to me instructions on how to prevent and control such exposures.

I understand that my employment is at-will, and thereby understand that my employment may be terminated at-will either by the facility or myself and that such termination can be made with or without notice.

Date

Signature – Resident Care Coordinator

Date

Signature – Director of Nursing

