



Position:

Health Care Coordinator - Registered Nurse (RN)

Type:

Full-time/On-Call

Job Description:

The overall purpose of the Health Care Coordinator team member is to participate in and oversee the health care needs of the community. The RN provides individualized patient center care as well as supervision to the care team at the direction of the Nursing Director. This health care professional is also skilled in all phases of the nursing process. This individual is adaptable to the needs of the resident and family during health and illness and can prioritize well. The nurse also assesses, plans, implements, and evaluates daily resident care.

- Facilitate writing the care team schedule to meet the acuity needs of the community at the direction of the Nursing Director.
- Coordinates replacement of staff in periods of staffing illness or shortage and may take call to cover these shifts (1st, 2nd, and 3rd) where coverage is needed.
- Administer prescribed medications and treatments in accordance with approved nursing techniques. Notes time and amount on patients' charts. Knowledgeable of common action, usual dosage, and side PointClickCare (PCC)
- Monitor PCC Dashboard for compliance.
- May assist with 90-day reviews and stable comprehensive assessment per the discretion of the Nursing Director
- Incident reporting in PCC as well as physical copies made at the time incident
- Assembles and uses such equipment as catheters, pressure relief equipment, and oxygen supplies.
- Collects samples for laboratory such as urine and sputum from residents.
- Participates in all in-service programs to expand and develop abilities.
- Maintains compliance to all personnel policies, established community policies and procedures and Federal and State regulations and standards, including but not limited to HIPAA privacy and confidentiality laws.
- Bathes, dresses, and assists residents in walking, transferring, and turning.
- Cleans rooms, makes beds, and answer resident calls.
- Follows up with residents, family and/or physician offices on lab results, including the scheduling of any additional tests.
- Takes temperature, pulse, blood pressure, and other vital signs to detect deviations from normal and assess condition of patient.
- Maintains awareness of comfort and safety needs of resident.
- Interacts with guests, residents, and staff in a courteous and friendly manner.
- Responds promptly to resident and visitor needs in partnership with Nursing Director
- Assist the Nursing Director with monitoring of task and EMAR documentation per the Nursing Director's discretion.
- Supports organization's goals and values.

- Attend Biweekly in-service meetings and mandatory meetings
- Performs any other duties as assigned

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Flexible schedule
- Health insurance
- Paid time off
- Vision insurance
- Tuition reimbursement

Schedule:

- 1st shift
- Monday to Friday
- Weekends (rotating)
- On-Call

Pay Frequency:

- Biweekly

This Company Describes Its Culture as:

- Detail-oriented -- quality and precision-focused
- People-oriented -- supportive and fairness-focused
- Team-oriented -- cooperative and collaborative