

# Resident Care Coordinator



## POSITION SUMMARY

The Resident Care Coordinator is responsible for providing administrative support and clinical expertise for a designated unit, area, or time period in the skilled nursing facility with the goal of assuring compliance with federal, state and local standards, guidelines and regulations that are required and directed to ensure the highest quality of care for the residents/patients. The Resident Care Coordinator is delegated specific clinical and administrative duties, acts as a clinical expert on the off shift, and assumes first line responsibility for the nursing care and the services provided.

## MINIMUM / PERSONAL QUALIFICATIONS

Must hold a current State of Michigan RN License. One year leadership/charge/supervisory experience preferred. Must be able to read, write and understand the English language. Computer literacy skills including Word and basic mouse and keyboard operations. Electronic clinical documentation experience preferred

## PRINCIPAL DUTIES AND RESPONSIBILITIES

Responsible for and adheres to the standards of care for the area, manages the environment to maintain resident/patient safety, and supervises the resident/patient activity performance by nursing assistants and staff nurses.

- Maintains staff accountability for clinical and customer service standards at all times. Addresses non-compliance with policy, procedure, and standards of practice and behavior with staff in a respectful and professional manner when non-compliance is observed.
- Make daily rounds on unit to ensure resident care needs and environmental standards are met; this includes monitoring of dining room during meal times.
- Participates in the development and implementation of new policies and procedures based on identified needs.
- Oversee care to promote the highest level of physical, mental and psychosocial functioning possible.
- Actively participates in the Quality Assurance Process, including completing routine quality audits, coaching staff, assisting with report preparation, and participating in the facility Quality Assurance Meeting when requested.
- Participates in the clinical admission process.
- Make frequent rounds to ensure nursing personnel are performing their work assignments in accordance with acceptable nursing standards.

- Ensures assigned work area (i.e. nurse station, med cart, medication room, etc.) Residents'/ Patients' care rooms and treatment area are maintained in a clean and sanitary manner.
- Attends regular conducted staff meeting as scheduled by the Director of Nursing
- Participates in Performance Improvement Process
- Participates in the Interdisciplinary Plan of Care and Care Conferences.
- Monitors wound healing and assesses effectiveness of prescribed regimen. Communicates progress with physician.
- Assist in monitoring, identifying, preventing, and control outbreaks of infection in the facility.
- Receives and handle employee complaints.
- Ensure the facility is well stocked with supplies, including medications and equipment.
- Compile information for and populate infection surveillance logs, Labs, TB test to maintain compliance within the facility.
- Provides direct patient care when not engaged in administrative duties as designated by facility schedule.
- Other duties as assigned

### **WORKING CONDITIONS**

Works in well lighted and ventilated areas. Stands, bends and lifts intermittently during the work day.

### **COGNITIVE AND SENSORY REQUIREMENTS**

Talking: Necessary for communicating with others.

Hearing: Necessary for receiving instructions from others.

Sight: Necessary for visually completing jobs effectively and correctly.

Smell: Necessary to detect/identify odors, urine, bowel movement, vomit, gas fumes, smoke, burning, etc.