CLINICAL CARE COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is a primarily managerial position responsible for the clinical care of the residents and supervision of staff assigned to a unit on a 24 hour basis. General supervision is received from nursing administration, allowing for flexibility in making assignments to subordinates and for seeing that services are performed in accordance with professional nursing standards. Administrative supervision is exercised over Registered Professional Nurses, Licensed Practical Nurses, Nursing Assistants, Unit Clerks and Unit Aides. This position differs from that of a Supervising Nurse by virtue of the increased managerial responsibility and the degree of independent judgment necessary in the performance of duties. Does related work as required.

TYPICAL WORK ACTIVITIES:

Coordinates 24-hour scheduling coverage for professional and non-professional staff in one or more units of the nursing home, responsible for management of unit 7 days a week;

Supervises activities of the units including resident care, ordering of supplies, record keeping, and staff performance;

Works closely with Admissions Coordinator to ensure proper level of care in order to meet resident's needs;

Makes rounds of nursing units, periodically and on all shifts, to discuss problems, ensure adherence to nursing policies, and provide information to residents and family members;

Ensures that resident care profiles are accurate and in place to meet individual resident needs;

Assists with orienting family members to unit, philosophy and goals of Willow Point Nursing Home;

Assists in providing family education and counseling as appropriate to health care of residents, includes family members in nursing care conferences, as appropriate;

Initiates referrals as necessary to meet resident and family needs (Social Services, Physician Assistant, Nurse Practitioner, Physician, Administration);

Conducts staff meetings with all shifts;

Assesses resident status on a regular basis;

Generates a variety of required records and reports;

May supervise other than assigned units when necessary;

Participates in care planning and attends care planning conferences;
Completes MDS assessments; coordinates assessments of residents;
Participates in drug review;
Prepares budget requests and justifications for supplies, equipment, and personnel;
Monitors and controls expenditures for the unit;
Provides counseling for staff in relation to job clarification, job performance, and personnel regulations.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Thorough knowledge of nursing techniques and their relation to medical and surgical practices and a high degree of skill in their application;
Thorough knowledge of modern principles and practices of nursing care administration;
Good knowledge of medical supplies, sanitation and personal hygiene;
Ability to assess, plan and coordinate nursing care for individuals;
Ability to supervise nursing personnel assigned to the provision of nursing care;
Ability to explain and interpret findings and treatments to residents and families;
Ability to communicate effectively both verbally and in writing;
Ability to manage large volumes of records and reports related to the management of a nursing home unit;
Ability to secure the cooperation of others;
Dependability, resourcefulness, good observation skills, and professionalism.

MINIMUM QUALIFICATIONS:

A) Licensure to practice as a Registered Professional Nurse in New York State and three years of professional nursing experience, one of which was supervisory; or

B) Licensure to practice as a Licensed Practical Nurse in New York State and five years of experience as a licensed practical nurse, two years of which are supervisory; or

C) An equivalent combination of training and experience as indicated between the limits of A and B above.

Note:

Nursing experience in an in-patient setting, including hospitals, extended care facilities, and nursing home's is acceptable.

Nursing experience in an out-patient setting such as a doctor's office, group practice or out-patient clinic is not acceptable.

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COMPETITIVE