

LB Homes

Registered Nurse-RN Unit Coordinator, ADON, SSU Nurse Manager - LB Broen Home

Department: Nursing

FLSA Status: Non-Exempt

Grade/Level:

Job Type: Regular

Work Schedule:

Full-Time, M-F with additional hours as needed by facility which may include weekends and holidays

Job Status: Full Time

Reports To: Director of Nursing

Amount of Travel Required: None

Positions Supervised: Nursing Staff on assigned units

POSITION SUMMARY

Performs Registered Nurse functions in cooperation with and as assigned by the LB Broen Home DON. Communicates and collaborates with contracted staff, healthcare organizations and personnel to plan and deliver exceptional care and services to each resident based on their needs and assessments.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Accurately observes and evaluates situations and provides leadership and direction. Secures additional organizational and professional assistance as indicated.
- Implements care delivery systems in the Nursing Home.
- Maintains an attitude of respect and dignity toward all individuals: families, staff and residents. Communicates effectively and in a courteous manner.
- Completes timely pre-admission, and scheduled clinical assessments and care planning for all residents as assigned.
- Provides clinical leadership to care staff.
- Ensures all staff's compliance with LB Homes Employee Handbook.
- Collaborates with the DON to direct, supervise, evaluate and document performance of all staff working in the nursing home.
- Leads, manages and holds each staff accountable to ensure compliance with resident care plans, facility policies and procedures and LB Homes Core Values.
- Monitors use of facilities and staff time to ensure effective use of resources. Assesses the need to

- adjust staff, equipment and services and plans accordingly with the DON.
- Supports and participates in the onboarding and training activities for new LB Homes employees. Participates in staff training and continuing education in the nursing home.
- Performs and supervises activities and assignments with a commitment to promoting employee and resident safety.
- Recognizes an emergency situation and responds to it, providing leadership and direction to staff.
- Assures that resident care and services are performed following infection control standards, policies and procedures.
- Is responsible for compliance with the reporting requirements of the Vulnerable Adult Act including the investigation and immediate reporting of suspected maltreatment.
- Maintains accurate electronic health records which reflect care and services needed and provided and to store and process data and produce reports within HIM standards and HIPPA requirements.
- Collaborates with the DON to direct, supervise and evaluate staff performance to assure high quality care.
- Completes tasks and assignments as listed on the position task listing.

POSITION QUALIFICATIONS

Competency Statement(s)

- Integrity - Always do what is right.
- Compassion - Open your heart and show you care.
- Dedication - LB Homes can count on you.
- Team Work - Help each other make it happen.
- Customer Service - Know the need and meet it.
- Safety Awareness - Ability to identify and correct conditions that affect employee safety.
- Accountability - Ability to accept responsibility and account for his/her actions.
- Analytical Skills - Ability to use thinking and reasoning to solve a problem.
- Autonomy - Ability to work independently with minimal supervision.
- Coaching and Development - Ability to provide guidance and feedback to help others strengthen specific knowledge/skill areas.
- Delegating Responsibility - Ability to allocate authority and/or task responsibility to appropriate people.
- Interpersonal - Ability to get along well with a variety of personalities and individuals.
- Relational - Maintains healthy boundaries and care for themselves and others.
- Leadership - Ability to influence others to perform their jobs effectively and to be responsible for making decisions.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Training - Ability to develop a particular skill in others to bring them up to a predetermined standard of work performance.
- Problem Solving - Ability to find a solution for or to deal proactively with work-related problems.
- Reliability - The trait of being dependable and trustworthy.
- Self Motivated - Ability to be internally inspired to perform a task to the best of ones ability using his

or her own drive or initiative.

SKILLS & ABILITIES

Education: Associate's Degree (two year college or technical school) Required, Field of Study: Nursing
Bachelor's Degree (four year college or technical school) Preferred, Field of Study: Nursing

Experience: 1 plus years of Long Term Care experience preferred

Computer Skills: Basic computer skills and the ability to maximize use of web based Electronic Health Record software used by the organization

Certifications & Licenses: Current Minnesota RN licensure
Current CPR certification

Other Requirements: MDS experience preferred

PHYSICAL DEMANDS

N (Not Applicable) Activity is not applicable to this position.
O (Occasionally) Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
F (Frequently) Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
C (Constantly) Position requires this activity more than 66% of the time (5.5+ hrs/day)

Physical Demands

Stand	F
Walk	F
Sit	O
Manually Manipulate	F
Reach Outward	F
Reach Above Shoulder	F
Climb	N
Crawl	N
Squat or Kneel	O
Bend	F
Grasp	F
Speak	F

Lift/Carry

10 lbs or less	F
11-20 lbs	F
21-50 lbs	O
51-100 lbs	N
Over 100 lbs	N

Push/Pull

12 lbs or less	F
13-25 lbs	F
26-40 lbs	O
41-100 lbs	N

Other Physical Requirements

- Vision (Near, Distance, Color)
- Sense of Sound - oral communication, call system alarms, telephones, assessment equipment
- Sense of Smell
- Sense of Touch
- Ability to wear Personal Protective Equipment (PPE) - gloves, masks, goggles, gowns
- Sense of Balance

WORK ENVIRONMENT

Nursing Home

Employee
Signature: _____ Date: _____

Supervisor
Signature: _____ Date: _____

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.