

# Lutheran Services Carolinas

## Job Description

**Job Title:** Health Care Coordinator

**Supervisor (title):** Executive Director

**Department:** Nursing

**Approved by:** B. Welch 

**Date:** 6/24/2014

### **Position Purpose/Summary:**

The health care coordinator, under the direction of the executive director, is responsible for overseeing medical and health services for participants and for the supervision of staff providing these services.

**Essential Functions:** The health care coordinator, in accordance with state standards and regulations, corporate and facility philosophies, objectives and policies, effectively:

1. Maintains confidentiality of participants, families, and company-related information.
2. Monitors health and safety of participants at all times.
3. Supervises the delivery of health care services at the center.
4. Administers medications according to participant's medication schedule, ensuring compliance with state regulations.
5. Updates participant's medication regimen quarterly, ensuring compliance with state regulations.
6. Maintains security of medications and supplies by keeping them locked when not in use.
7. Ensures that prescription and over-the-counter medications kept at the center are labeled appropriately to ensure compliance with state regulations.
8. Maintains medication administration record to ensure compliance with state regulations.
9. Evaluates participant medication supplies, ensuring caregivers are notified as needed to maintain prescribed and over-the-counter medications at center.
10. Ensures that participants and families understand policies regarding medication administration.
11. Completes and forwards incident reports as required by state regulations.
12. Coordinates with other health care professionals and family members concerning health matters, providing assistance with medical treatment plans, diets, and referrals as needed.
13. Completes pre-admission health assessment for initial acceptance into program.
14. Ensures that all participants have required physical exam prior to admission and annually thereafter.
15. Collects and catalogs results from the nursing assessment, care rendered, and participant's response to care in participant's record.
16. Develops individual service plans and goals with participants, families, and staff, keeping plans up-to-date to meet state regulations.

17. Monitors participant's response to medical treatment plan and nursing interventions, revising service plan as necessary.
18. Provides first aid treatment.
19. Maintains portable emergency file on each participant to ensure compliance with state regulations.
20. Monitors daily meals and dietary requirements.
21. Notifies family, caregiver, or responsible party when health changes occur, positive or negative, recording change in status and notification in participant's file.
22. Maintains adequate inventory of basic medical supplies and orders when needed.
23. Follows infection control procedures.
24. Monitors screening of vital signs, weight, dental health, general nutrition, and hygiene of participants.
25. Assists participants with activities of daily living including, but not limited to, walking, transferring, eating, toileting, dressing, and bathing as needed.
26. Provides in-service training to staff on health concerns and conditions of participants.
27. Educates and trains staff members in emergency medical procedure performance.
28. Assists in loading and unloading van as necessary.
29. Participates in orientation of all new employees.
30. Conducts monthly health care education program for participants.
31. Maintains positive relationship with participants, families, coworkers, agency representatives, and community health care providers.
32. Reports maintenance issues to program coordinator immediately to ensure safety of participants and staff.
33. Assists in keeping center clean and safe.
34. Completes CPR and first aid training every two years to remain current.
35. Performs other duties as assigned by the executive director.

**Supervisory Responsibilities, if any:**

**CNAs**

**Personal Care Assistants**

**Qualifications (Minimum Job Requirements):**

Education: R.N. license; currently licensed to practice in the state of North Carolina.

Experience: Minimum 2 years experience and previous supervisory skills required; proficient in Microsoft Office products.

Specific skills/abilities:

1. Managerial and administrative skills, including the ability to supervise, plan, and coordinate staff training.
2. Knowledge and understanding of the physical and emotional aspects of aging, the diseases and infirmities associated with aging, and related medications and rehabilitative measures.

3. Strong professionalism, communication, and people skills.

Specialized knowledge, licenses, etc.: CPR, first aid

**Preferences (Optional):**

1. Prior experience in adult day services setting.
2. Prior experience working with elderly, disabled adults, and adults with dementia.

**Working Conditions/Physical Requirements:**

1. Able to lift up to 50 pounds, able to lift and carry 20 pounds, and able to assist in the transfer/positioning of persons weighing up to 150 pounds.
2. Able to bend or stoop to floor level.
3. Free of communicable disease.
4. Able to transport participants confined to wheelchairs.

This job description is not an employment contract. Lutheran Services Carolinas reserves the right to alter the job description at any time without notice.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

***Employee signature constitutes employee's understanding of the requirements, essential functions, and duties of the position.***