

Lutheran Services Carolinas Job Description

Job Title: Neighborhood Coordinator
Supervisor (title): Director of Nursing Services
Department: Nursing
Approved by: B. Thomas 

Date: 2/19/2017

Position Purpose/Summary: The primary purpose of the Neighborhood Coordinator is to supervise the day-to-day nursing activities of the facility during the assigned shift. Such supervision must be in accordance with current federal, state, and local standards, guidelines, and regulations that govern LSC facilities, and as may be required by the Director of Nursing Services to ensure that the highest degree of quality care is maintained at all times.

Essential Functions: (*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*)

1. Assists the Director of Nursing in directing the day-to-day functions of nursing activities; meets with nursing staff in planning department's services, programs, and activities.
2. Participates in the facility's Quality Assurance and Performance Improvement program as directed; attends committee meetings as required and prepares reports as requested.
3. Performs administrative duties such as completing forms, reports, evaluations, investigations, etc., as indicated or assigned by the Director of Nursing.
4. Provides leadership to nursing personnel, including coaching and training nursing personnel to comply with policies and standards, assisting with orientation and mentoring of new employees, developing consistent work assignments, and completing performance evaluations.
5. Notifies nursing personnel of new admissions and assists with admission process.
6. Reviews resident's records periodically to ensure completion, accuracy, and adequate reflection of the resident's care and condition; periodically observes administration of medications and treatments; makes rounds at least daily.
7. Investigates discrepancies in narcotic count and reports to Director of Nursing; ensures security of drug rooms and carts, following established guidelines for storage of drugs and biologicals.
8. Consults with physician in providing resident's care, makes rounds with physician if necessary.
9. Participates in resident care plan, as indicated, working with interdisciplinary team to ensure nursing services and activities meet the needs of the resident. Ensures nursing personnel follow resident's care plan in accordance with resident's wishes.

10. Meets with residents and/or family members as necessary; follows up on grievances following the LSC Guaranteed Fair Treatment process. Monitors nursing care to ensure all residents are treated with dignity, kindness and respect.
11. Provides direct resident care as necessary and administers professional services (respiratory care, IV care, dressing changes, tube feedings, catheter care, etc.) as required.
12. Follows LSC procedures regarding notification of Director of Nursing, physician and responsible party if there is a significant change in resident's condition, accident or incident. Ensures advance directives are carried out and palliative care provided as ordered and directed; notifies family of death or ensures family is notified, and ensures post-mortem procedures are followed.
13. Participates in the infection control program and works with the Infection Prevention individual to identify trends and potential outbreaks of disease, implement transmission precautions, ensure vaccinations and TB testing are completed, etc.
14. Ensures established safety guidelines are followed, including proper lifting and transfer procedures, fire and disaster plans, maintenance of crash cart, use of personal protective equipment, and reporting of hazardous materials or exposures to blood borne pathogens.
15. Honors resident choice, allowing resident to direct their own care and make personal choices regarding daily schedules, activities, etc.
16. Participates in educational programs and completes in-service as required.
17. Other duties as assigned.

Supervisory Responsibilities, if any: Nursing Assistants, Restorative Nursing, and Medication Aides, as assigned.

Qualifications (Minimum Job Requirements): *The requirements listed below are representative of the knowledge, skill, and/or ability required for the job:*

Education: Minimum 2 year degree with LPN certification; or Nursing degree from accredited program.

Experience: None required.

Specific skills/abilities:

1. Remains cordial and tactful at all times, and encourages optimal communication with residents, families, peers, and others; maintains confidentiality.
2. CPR certified or ability to become CPR certified.

Specialized knowledge, licenses, etc: Must be a licensed LPN in the state of North Carolina

Preferences (Optional):

1. One to two years supervisory experience preferred.
2. Computer skills preferred; must have ability or willingness to learn to complete resident documentation electronically.

Working Conditions/Physical Requirements:

1. Must be able to push, pull move, and/or lift a minimum of 30 pounds and be able to push, pull, and/or carry such a weight a minimum distance of 50 feet.
2. Must be able to assist in the transferring, lifting, and repositioning of an individual weighing 100# to 200#.

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.