

# Christian Health Care Center

*Mission: Providing skilled health care services with compassion and love in Christ's name.*

## JOB DESCRIPTION

**TITLE:** Unit Coordinator  
**REPORTS TO:** Director of Nursing Services  
**SUPERVISES:** Unit Nursing Staff  
**FLSA STATUS:** Non-Exempt, Hourly

**JOB SUMMARY:** The Unit Coordinator has 24-hour responsibility for assigned care unit and is responsible for all resident services. Leads all nursing staff and provides 24-hour staffing coverage to the unit ensuring assignments are balanced. Coordinates with interdisciplinary staff to assure effective teamwork to provide quality care.

### **ESSENTIAL JOB FUNCTIONS:**

1. Works alongside employees to promote a team effort and maintain the highest quality resident service.
2. Good attendance is an essential requirement of this position.
3. Ensures daily observation and assessment of each resident. Directs and participates in resident care. Responsible for ensuring all aspects of the care plan are properly implemented.
4. Actively supports the entire nursing staff where assistance is needed.
5. Maintains open communications daily with the Director of Nursing on the status of all residents and staff.
6. Leads the unit staff by ensuring proper orientation and training, timely performance reviews, and counseling/discipline on performance concerns. Completes the unit licensed staff annual performance evaluations and coordinate NAC reviews with licensed staff.
7. Integrates and supports the assessment, planning, and implementation of the admission, transfer and discharge process.
8. Serves as a role model and provides leadership in problem solving among unit staff. Creates and promotes an atmosphere of respect, personal integrity and team work.
9. Responsible for the MDS process and timely completion for each resident.
10. Ensures facility policies and procedures are followed and updated as appropriate.
11. Assures quality of care through completion of unit reports such as infections, psychotropics (including AIMS reports), skin issues, weight reports and behavior issues.
12. Reviews and ensures completion of the resident incident reports.
13. Coordinates follow through of the medical records process.
14. Monitors the utility and medication room for orderliness.
15. Promotes effective communication between the nursing staff, interdisciplinary staff, residents and families that demonstrates respect and cooperation.

16. Maintains a unit environment of safe work practices as a guide to quality resident care.
17. Ensures follow-through on dietary and pharmacy reviews, incident, and medication error reports.
18. Coordinates and ensures completion of resident restorative program for assigned unit.

**OTHER JOB FUNCTIONS:**

16. Participates in continuing education programs to maintain current license and upgrade nursing skills and knowledge of current trends and standards in LTC.
17. Attends weekly meetings with Director of Nursing Services.
18. Assists in the organization of company-sponsored events, activities, and functions.
19. Performs special projects as assigned by the DNS.

**WORKING CONDITIONS AND EQUIPMENT USED:**

Work is performed in a fast-paced patient/resident environment with frequent interruptions. Incumbent must be team-oriented and work collaboratively with an interdisciplinary team, demonstrating strong communication and problem solving skills. Incumbent must be able to effectively utilize computers and various software.

**QUALIFICATIONS:**

**Knowledge of:**

- State and federal regulations pertaining to long term care.
- Knowledge and experience in IV therapy, starting peripheral IV lines, administering IV medication and performing blood draws for lab work.
- MDS process and experience with Medicare.

**Ability to:**

- Demonstrate strong leadership and management skills; ability to direct and motivate the workforce.
- Demonstrate competence in the nursing skills and procedures required on the nursing unit.
- Support and promote CHCC's mission and philosophy.
- Exhibit strong assessment skills.
- Demonstrate accurate utilization of the nursing process and prioritization.
- Demonstrate excellent verbal and written communication skills; ability to explain policies and procedures and motivate staff compliance; ability to effectively communicate with team members, residents, family members and outside parties.
- Maintain strict confidentiality with sensitive medical information and foster a safe, ethical work environment.

- Demonstrate excellent interpersonal skills and ability to maintain effective relationships with residents, families, staff, and members of the public.
- Demonstrate excellent organizational skills.
- Demonstrate proficiency with various software (Microsoft Outlook and Microsoft Word).

**Education and Experience:**

- Currently licensed in the State of Washington as a RN or LPN , with license in good standing.
- Two or more years experience in a long term care setting as a licensed nurse.
- Supervisory experience preferred.

**License:**

- Valid Washington State driver's license at time of hire in order to operate vehicles.

**GENERAL PHYSICAL/MENTAL REQUIREMENTS:**

Requires ability to move throughout the facility on a consistent basis. Must be able to lift and carry medical supplies and equipment weighing up to 30 pounds. Must be able to push and maneuver a wheelchair throughout the facility. Position requires hand manipulative skills for word processing and writing. Must be able to hear verbal conversations over the phone and in-person with background noise. Must be able to consistently identify objects and persons at a distance and read fine print on medical records and forms. Ability to speak clearly and make self understood in a one-on-one basis with clinic residents and in a variety of formal and informal group settings.

*The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. Furthermore, they do not establish a contract for employment nor do they alter the at-will nature of the party's employment relationship. The employer retains the discretion to change and alter this description at its discretion.*