

# Christian Health Care Center

## JOB DESCRIPTION

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**TITLE:** Restorative Coordinator  
**REPORTS TO:** MDS Coordinator RN  
**SUPERVISES:** Unit Nursing Staff  
**FLSA STATUS:** Non-Exempt, Hourly

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**JOB SUMMARY:** Restorative Coordinator directs, designs and maintains Restorative Nursing goals and programs for all residents who have been determined would benefit from restorative nursing. Incorporates non-restorative Nursing Assistants as appropriate. Responsible for all resident services and staffing coverage to ensure established programs are covered. 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 of resident service. Serves as a role model for the nursing staff.
2. Good attendance is an essential requirement of this position.
3. Monitors and manages the Case Mix scores for each resident on a restorative program.
4. Monitors and insures restorative program compliance for each resident through audits.
5. Actively supports the entire nursing staff where assistance is needed.
6. Maintains open communications daily with the MDS Coordinator on the status of all residents and staff.
7. Supervises Restorative Aides.
8. Works closely with nursing and therapy department in determining restorative nursing needs.
9. Leads the staff by ensuring proper orientation and training, timely performance reviews, and counseling/discipline on performance concerns. Completes the Restorative Aides reviews.
10. Works with Director of Nursing Services or designee in establishing Restorative policies.
11. Integrates and supports the assessment, planning, and implementation of the admission, transfer and discharge process.
12. 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.
13. Responsible for the MDS assessment and evaluation for Restorative programs. This will be done in conjunction with the MDS Coordinator.
14. Ensures facility policies and procedures are followed and updated as appropriate.
15. Assures quality of care through completion of Quality Improvement audits and daily documentation.
16. Coordinates follow through of the medical records process.
17. Promotes effective communication with the interdisciplinary staff, residents and families that demonstrates respect and cooperation.
18. Maintains a unit environment of safe work practices as a guide to quality resident care.

### **OTHER JOB FUNCTIONS:**

19. Participates in continuing education programs to maintain current license and upgrade nursing skills and knowledge of current trends and standards in LTC.
20. Attends meetings as directed by DNS.
21. Assists in the organization of company-sponsored events, activities, and functions.
22. Performs special projects as assigned by the supervisor.

## **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.
- MDS process and Medicare guidelines.

### **Ability to:**

- Demonstrate strong leadership and management skills; ability to direct and motivate the workforce.
- Support and promote CHCC's mission and philosophy.
- Exhibit strong assessment skills.
- Demonstrate accurate utilization of the nursing process and care planning.
- 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.
- Ability to maintain strict confidentiality with sensitive medical information and foster a safe, ethical work environment.
- Excellent organizational skills.
- Proficient with various software (Microsoft Outlook and Microsoft Word).

### **Education and Experience:**

- Currently licensed in the State of Washington as a RN, LPN or COTA, 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.*