

Position
11-130(16)

JULY 20, 2016

TITLE: LPN Nurse Manager

DEPARTMENT: Nursing

SUPERVISOR: Personal Care Administrator

SHIFT: 7:00am – 3:30pm (may vary)

Full time 40 hours/week

LOCATION: Personal Care RVM

Every other weekend/holiday

BRIEF DESCRIPTION: Assists the Personal Care Administrator in the administration of the personal care facility/household, creates and nurtures a person-centered and resident directed culture. Supervises the personal care staff to ensure quality of resident care and resident outcomes and ensure the physical, personal and emotional needs of the personal care resident are met. Strengthens abilities of household staff to grow as effective team and promotes individual/team learning within the household.

PRIMARY RESPONSIBILITIES:

- In conjunction with the Personal Care Administrator, responsible for the selection, employment, orientation, development, evaluation, coaching and discipline of Personal Care Facility employees. Monitors the PC schedule to assure accuracy and appropriate coverage. Assure schedules are posted in advance.
- Ensures efficient and professional coordination of resident's care with physician, family members and other disciplines to assure that resident's needs are met. Analyzes Nursing Services to obtain maximum utilization of staff time and abilities. Communicates calls off or schedule changes to Scheduler. Calls staff in to work as needed.
- Leads personnel, in conjunction with the PC Administrator, in the provision of quality nursing care according to approved Albright Care Services policies/procedures while promoting residents' well-being through person centered care. Maintains a professional/harmonious work environment with staff, building relationships among supervised personnel, medical staff, residents and visitors. Assures personnel comply with DPW educational requirements.
- Assists with self-administration of medications/treatments when necessary. Bathes/grooms/dresses residents as needed.
- Communicates effectively with other disciplines such as, pharmacy, maintenance, dietary and housekeeping personnel.
- Completes Admission /Annual Medical Evaluations, Assessments and Support plans in accordance with DPW regulations.
- Makes recommendations for resident care assignments and shift routine adjustments to the PC Administrator.
- Supervises medication regimes to ensure that residents are complying with medication orders and ensures residents receive assistance with self-administration of prescribed medications and treatments as needed.
- Regularly monitors medication cart/ensures that it is neat/orderly. Routinely checks med. cart for expired medications.

QUALIFICATIONS:

- Must be a Licensed Practical Nurse currently licensed in the Commonwealth of Pennsylvania.
- Possess a general working knowledge of the senior care industry.
- Ability to communicate effectively in person, in writing and on the telephone. Must be tactful, courteous, and dependable and have the ability to supervise, plan, and organize with little or no supervision.
- Must have proven supervisory and leadership skills and be able to handle stressful/crisis situations effectively; work a flexible schedule including every other weekend and Holiday, and evening/night shift work with little to no notice and be on call 24 hours a day, seven days a week when needed.
- Must be able to assist with the lifting of patients. Must be able to lift and support 25 pounds and push/pull up to 200 lbs.

PHYSICAL DEMANDS:

- Visual and aural acuity required in performance of duties including preparation and reading of reports and operation of office equipment. Aural acuity necessary to communicate with employees, representatives of the community/ residents.
- Manual dexterity is necessary to handle equipment and carry out procedures.
- Sits 50%, walks 30%, and stands 20%.