

# ALBRIGHT LIFE CENTER

Living Independently for Elders

**POSITION**  
6-9(17)

**JUNE 16, 2017**

**TITLE:** RN Program Director

**DEPARTMENT:** Albright LIFE

**SUPERVISOR:** Associate Dir. LIFE Programs

**SHIFT:** 1<sup>st</sup> shift

Full time 40 hours/week

**LOCATION:** LIFE Lancaster

**BRIEF DESCRIPTION:** Responsible for the administration, planning, coordination and implementation of all services for the Day Center, including participant care in clinic, activities, meals/snacks, transportation services, clinic/center staff/chaplain services.

## **PRIMARY RESPONSIBILITIES:**

- Develops and oversees operational standards for Center and Clinical services. Plans, develops and oversees all services provided by the program, ensuring that established standards, regulations, and financial parameters are observed in collaboration with interdisciplinary team.
- Embrace the team concept and interdisciplinary care in the LIFE Program environment. Participate as an active member of the interdisciplinary team, determining the day center and healthcare goals of the care plan; monitoring the participant's progress toward goals; documenting in the medical record in accordance with LIFE procedures; and, working closely with the Assoc. Dir. of LIFE Programs and Dir. of Quality Assurance to monitor key benchmarks for day center/clinic services.
- Responsible for planning, coordinating and implementing all services in the Day Center as well as the clinic, including supervision of the RNs, LPN, health care aides and all therapy staff, to assure that LIFE( PACE) Guidelines, State day program standards and program evaluation requirements are met; facilitate effective communication among all Day Center and clinic staff to ensure quality delivery of care to LIFE participants.
- Oversee the therapy department, ensuring that participant therapy needs are being identified, addressed and documented on in accordance with Albright LIFE policy and procedure. Participate in identifying the need for, and the development and implementation of Recreational Therapy Care Plans; ensure adequate staff resources available to coordinate and conduct the Recreational Therapy Programs so that the needs of all participants are addressed.
- Provide leadership and guidance in problem solving and critical thinking; develop standards and policies to ensure competency of all Day Center and clinic staff including but not limited to in-service education programs, initial orientation and ongoing skill competency documentation.
- Oversee the operations of the transportation services including scheduling, staffing, vehicle maintenance, and safety.

## **QUALIFICATIONS:**

- RN or BSN Degree from a school of professional nursing; license and current registration to practice as Registered Nurse in the Commonwealth of Pennsylvania and one year of experience working with a frail or elderly population.
- Must possess thorough knowledge of current community health nursing practice. Skill in the application of current nursing procedures and techniques of patient care. Ability to interpret existing health regulations, as they affect the PACE (LIFE) model.
- Ability to effectively plan and coordinate nursing care for individuals, families and groups.
- Comprehensive knowledge of the organization in delivery and financing of care for the elderly.
- Thorough understanding of Long Term Care regulations as applied in a personal care or nursing care center.
- Must possess a valid Pennsylvania driver's license and be willing to travel and drive an automobile and van as needed

## **PHYSICAL DEMANDS:**

- Travel required to participant homes, and occasionally to other Albright locations. Drives an automobile when traveling.
- Occasional lifting up to 25 pounds, pushing/pulling up to 200 pounds (wheelchairs).
- Sits 50%, walks 25%, and stands 25%.