Let Your Life Shine...Brighter Together!

RIVERWOODS

an Albright Care Services Retirement Living Community

POSITION
11-86(17)

JUNE 5, 2017

TITLE: RN Unit Manager **DEPARTMENT:** Nursing

SUPERVISOR: DON **SHIFT:** 8:00am – 4:30pm
Full time 40 hours/week

LOCATION: E-wing Every 3rd weekend/occasional on-call

BRIEF DESCRIPTION: Provides effective oversight and management of the staff and residents of the Unit. Ensures 24-hour continuity of care.

PRIMARY RESPONSIBILITIES:

- Manages 24 hour nursing care in accordance with current policies and regulations.
- Serves as a mentor and educates others in how to recognize, accommodate and appreciate individual differences.
- Ensures that all newly hired employees on the unit are oriented to the Electronic Medical Record, policies / procedures and regulatory compliance.
- Ensures staff completes mandatory in-service programs and Relias trainings timely.
- Assures timely completion of annual staff performance reviews.
- Responsible for electronic medical record operations including, adding new employees, training, monitoring and ensuring compliance.
- Responsible for quality assurance on unit. Conducts audits, identifies problems, develops plans of correction and provides education and training to staff as needed.
- Occasional on Call for emergency situations that arise on unit: Responsibilities include but are not limited to:
  - Submits and reports to the Department of Health (DOH) by electronic transmission any reportable incidents within 24 hours of the incident.
  - Investigates and addresses complaints regarding resident care in a timely manner.
- Accepts responsibility for contributing to the success of the unit by controlling cost, conserving resources, eliminating waste and working efficiently.
- Reviews 24 hour report and follows up on condition changes.
- Conducts daily rounds on the unit
- Works collaboratively with RNAC and Care Plan Team to share information in regards to resident care plan. Identifies significant changes in resident conditions and reports to RNAC for MDS purposes.

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 with a minimum of three years geriatric experience.
- Must possess excellent planning and organizational skills and be able to work independently, problem solve under pressure, act quickly and effectively and provide appropriate direction in an emergency situation.
- Must be able to establish and maintain a cooperative work environment and working relationships, and effectively supervise and direct the work of others in a fair, firm and consistent manner. Must be able to accept and utilize guidance.
- Previous experience in teaching and/or staff development preferred.

PHYSICAL DEMANDS:

- Occasional lifting up to 25 pounds, pushing/pulling up to 200 pounds (wheelchairs).
- Potential exposure to communicable diseases.
- Sits 50%, walks 25%, and stands 25%.

DEADLINE: JUNE 12, 2017

Internal applications will be accepted for seven (7) days from the date listed and will be posted at all Albright Care Services' facilities. Internal Job Applications are available through your Supervisor or the Central Office Human Resources Department. Return applications to Melanie Wallace, RiverWoods.