

# POSITION DESCRIPTION



**POSITION TITLE:** Unit Coordinator

**CREATED:** October 2006

**SUPERVISOR'S TITLE:** Manager of Wellness Services/Director of Nursing Operations

**PERFORMANCE REVIEW:** Annual

**FLSA Status:** Non-Exempt

## POSITION PURPOSE

The Unit Coordinator assists in the planning, organizing, developing, coordinating, and directing of nursing services. The Unit Coordinator ensures that the highest degree of quality resident care is given on a 24-hour basis.

## POSITION ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **ESSENTIAL FUNCTIONS**

- ▶ Assist in the planning, developing, organizing, implementing, evaluating, and directing of nursing services; oversee the activities of charge nurses, nursing assistants, and medicine aides; assist in developing and maintaining nursing objectives and standards.
- ▶ Complete required record keeping forms/charts regarding the resident's admission, treatment, discharge, transfer, etc., filing and forwarding them as appropriate.
- ▶ Review resident care plans for goals, problems, approaches, etc., to ensure appropriate nursing care is being rendered.
- ▶ Contact attending physicians when they are due to see residents; encourage attending physicians to review treatment plans and to sign orders and progress notes, etc.; prepare/administer medications and treatment as ordered by the physician.
- ▶ Notify the resident's attending/alternate physician, as well as the resident's legal guardian/ representative, upon significant condition changes; in cases of death, call the funeral home as requested or as otherwise outlined in established policies and ensure that the body is properly prepared for pickup.
- ▶ Ensure that the unit area is maintained in a clean and safe manner by assuring that necessary equipment and supplies are maintained.
- ▶ Work with other departments, including food services and the pharmacy, to efficiently and effectively meet the residents' needs.
- ▶ Meet with the Director of Nursing on a regularly scheduled basis to review problem areas and discuss methods for improvement.

### **OTHER FUNCTIONS**

- ▶ Attend meetings and participate on committees as requested.
- ▶ Attend and participate in workshops and seminars to enhance skills and keep abreast of current changes in the healthcare/continuing care retirement community fields, as well as to maintain a professional status.
- ▶ Perform other related duties and responsibilities as directed.

### **MANAGEMENT/SUPERVISORY RESPONSIBILITIES**

- ▶ Administer regular evaluations; conduct disciplinary and termination conferences.
- ▶ Assist in scheduling department working hours, assignments, etc., to maintain quality resident care when "on call".
- ▶ Formulate work assignments for staff to maintain quality resident care.
- ▶ Provide support and supervision to staff.
- ▶ Help plan in-service classes and training programs.

## **EDUCATION AND/OR EXPERIENCE**

To perform this job successfully, an individual must have the following education and/or experience.

- ▶▶ Registered Nurse (RN) or Licensed Practical Nurse (LPN) state license is required (or must have applied for transfer of license from another state).
- ▶▶ Three (3) to five (5) years' experience, preferably in long-term care or a related field.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ▶▶ Excellent knowledge of professional medical practice and care.
- ▶▶ Excellent knowledge of organization policies, regulations, and procedures to administer patient care.
- ▶▶ Excellent skill in taking medical history and vital signs, assessing medical conditions, and interpreting findings.
- ▶▶ Excellent knowledge of management practices to direct assigned staff, prioritize, organize and assign work schedules and responsibilities, and delegate responsibilities as necessary.
- ▶▶ Excellent ability to exercise initiative, judgment, and decision-making in meeting clinical objectives.
- ▶▶ Excellent knowledge of nursing and medical practices and procedures, as well as laws, regulations, and guidelines pertaining to extended-care facility operations.
- ▶▶ Excellent ability to interact and communicate with a variety of people, both on a one-on-one basis and in meetings and group presentations; must be able to relate to and work with ill, disabled, emotionally upset, and sometimes hostile people; must be able to communicate in a manner understandable by older adults.
- ▶▶ Above average ability to think logically in order to troubleshoot, analyze situations, and make sound decisions.
- ▶▶ Above average ability to make independent decisions and delegate responsibility and duties.
- ▶▶ Must be flexible and willing to adjust to changing environments and schedules.
- ▶▶ Above average ability to write and edit reports and correspondence.
- ▶▶ Working knowledge of mathematical principles to make calculations.
- ▶▶ Proficient computer skills, including working knowledge of Microsoft Office, e-mail systems, and Internet browsers.
- ▶▶ Ability to handle multiple tasks simultaneously.
- ▶▶ Ability to assume on-call responsibility occasionally.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ▶▶ Ability to stand and sit for periods of time and to move intermittently throughout the workday.
- ▶▶ Good speaking and listening skills.
- ▶▶ Strong sensory skills, such as good eyesight, good hearing, and dexterity.
- ▶▶ Ability to perform focused work with close attention to detail.
- ▶▶ Ability to operate office equipment, including computers, copiers, fax machines, and phones.
- ▶▶ Ability to work both indoors and outdoors on a campus setting.
- ▶▶ Ability to interact with others, both in person and through phone, e-mail, and written correspondence.
- ▶▶ This position is classified as having occupational exposure to blood and other infectious materials.