

# POSITION DESCRIPTION



**POSITION TITLE:** MDS Assistant

**CREATED:** October 2006

**SUPERVISOR'S TITLE:** Manager of MDS

**PERFORMANCE REVIEW:** Annual

**FLSA Status:** Non-Exempt

## POSITION PURPOSE

The MDS Assistant works with the Manager of MDS to ensure appropriate multi-interdisciplinary resident care planning by accurately completing Minimum Data Sets, Triggers, and RAPs.

## 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**

- ▶▶ Help coordinate accurate and timely completion of each resident's Minimum Data Set (MDS); assist with data entry and the printing of Triggers and RAPs for each MDS.
- ▶▶ With the Manager of MDS, co-chair weekly care plan conferences and ensure appropriate resident and/or family involvement; schedule appointments for residents and families who wish to attend.
- ▶▶ Ensure appropriate documentation on each resident's care plan to meet regulatory requirements; utilize a multi-interdisciplinary method of documentation; write a summary of care plan conference in the medical record of each resident reviewed.
- ▶▶ Work with the Manager of MDS to develop a method for receiving feedback from other nursing staff regarding residents due to be reviewed; help develop a method to inform nursing staff of resident goals and approaches.
- ▶▶ Utilize the MDS-Plus system for multi-interdisciplinary resident care plans; help computerize resident care plans after conversion to MDS-Plus.
- ▶▶ Help monitor the restorative nursing program and file reports; chair weekly restorative meetings.
- ▶▶ Complete necessary forms and reports, submitting them to the administration as required.

### **OTHER FUNCTIONS**

- ▶▶ Attend meetings and participate on committees as requested.
- ▶▶ Attend and participate in workshops and seminars to enhance skills as well as to maintain a professional status.
- ▶▶ Perform other related duties and responsibilities as directed.

## EDUCATION AND/OR EXPERIENCE

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

- ▶▶ Associate's degree in nursing is essential; must be an RN or LPN (or must have applied for transfer of license from another state).
- ▶▶ One (1) to three (3) years' experience; experience working in long-term care or a related field is preferred.

## 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.

- ▶▶ Working knowledge of MDS, Triggers, and RAPs.
- ▶▶ Above average knowledge of organization policies, regulations, and procedures to administer patient care.
- ▶▶ Average ability to exercise initiative, judgment, and decision-making in meeting clinical objectives.

- ▶▶ Above average 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.
- ▶▶ Average ability to think logically in order to troubleshoot, analyze situations, and make sound decisions.
- ▶▶ Average ability to make independent decisions.
- ▶▶ Must be flexible and willing to adjust to changing environments and schedules.
- ▶▶ 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.