

Job Description

Position/Title: Part Time Nurse

Responsible To: Administrator

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Position Summary: Assistant to the Administrator and Clinical team for the execution of Nurse related responsibilities.

Qualifications:

1. Must be a valid Licensed Practical Nurse (LPN) or Registered Nurse (RN) in the State of Michigan.
2. Minimum of 2 years in previous geriatric care experience.
3. Ability to communicate effectively with residents, families, staff, and community.
4. Proficient with computers and electronic charting programs.
5. Dresses and behaves in professional manner.
6. Able to perform tasks independently and without constant supervision.

Basic Objectives and Responsibilities –

1. Assistance with annual immunization clinics and TB testing annually as well as for new hires.
2. Performing and reporting INRs and documenting/ implementing recommended changes from physicians.
3. Administration of monthly subcutaneous or intramuscular injections as prescribed by a licensed health care provider.
4. Observes, reports, and coordinates care with staff, and licensed health care providers for advanced wounds.
5. Regularly audits resident charts to ensure their completeness and compliance with company, local, state, and federal regulations and guidelines.
6. Work with Admin and Clinical Manager to create and maintain service plans.
7. Assist Clinical Manager and Clinical Coordinator with medication changes as required.
8. Assist Clinical Manager and Clinical Coordinator in follow up with licensed health care professionals and pharmacy for clarity on medication and treatment orders as well as ordering of medication and treatment supplies as required.
9. Ensure proper stocking of carts on a weekly basis.
10. Participate in company events and celebrations.
11. Assist in shift work during high volume of shortages (typically due to illnesses) including on weekends and holidays when needed.
12. Assist Clinical Manager in creating and maintaining training procedures and completing monthly staff training to maintain compliance with LARA.
13. Participate in the on-call rotation for emergencies and major staffing escalations.
14. Performs other duties as requested by the Administrator.

Physical Requirements:

1. Able to transfer a resident either alone or a two person assist.
2. Able to lift 50 pounds.
3. Have unlimited bending and stooping capacities.
4. Be able to pivot while bearing weight of resident.
5. Sighted to be able to read small print and handwriting.
6. Able to hear so to communicate over the phone or with other individuals/ groups.

This job description in no way states or implies that these are the only responsibilities and duties to be performed by the employee. All employees in this job classification will be required to perform any related function as requested by the Administrator.