



Job Description

Position: Nurse
Supervisor: Health Services Director
Status: Non-Exempt
Supervision: Resident Care Assistants

Position Summary:

Primary responsibilities include supervision of assigned aides, case management and assessments, performance of skilled treatments and procedures, and assisting the Health Services Director with oversight of activities of daily living, family/social concerns, and completion of all necessary paperwork/MDS data and health care plans.

Duties:

- Observe and evaluate workers and work procedures to ensure quality standards and service, provide problem resolution for staff complaints, and contribute to disciplinary write-ups.
- Collaborate with department director on departmental objectives, policies, procedures, and strategies.
- Maintain awareness of overall functional changes in residents' level of independence and convey relevant information to staff for the purpose of maintaining overall safety and welfare.
- Monitor all aspects of resident care, including diet and physical activity. Modify resident treatment plans as indicated by residents' responses and conditions or doctors' orders.
- Provide health care, first aid, immunizations, or assistance in convalescence or rehabilitation.
- Work with individuals, groups, or families to plan or implement programs designed to improve overall health.
- Prepare and maintain records of resident progress and services performed, reporting problems and changes in resident condition to manager or supervisor.
- Assist with RCA and Med Tech duties, as needed.
- Ensure that proper safety protocol and department standards of practice are followed.
- Perform other duties as assigned.

Skills:

- Communicate effectively, both verbally and in writing.
- Able to multitask in a fast-paced environment.
- Able to assess the needs of others and actively look for ways to help.
- Able to use medical equipment, adaptive equipment, and all tools associated with clinical practice.
- Proficient with Microsoft Office Software, including Outlook, Word, and Excel applications.
- Demonstrate safe practices by utilizing tools and equipment according to instruction and applying proper body mechanics while engaging in physical activity, with a focus on proper lifting, transferring, repositioning of residents.

Knowledge:

- Associate's Degree in Nursing required with active Vermont license as Registered Nurse or Licensed Practical Nurse and a minimum of three years' significant, responsible clinical experience in a long term care setting or an equivalent combination of education and experience.
- Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.
- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Physical Requirements:

- Work is performed in standard office and home settings.
- Perform physical activities that require considerable use of your arms and legs and moving your whole body, such as lifting, balancing, walking, standing, stooping, and handling of materials.
- Must be able to lift, carry, push and pull up to 50 lbs.
- Occasional overtime and on call support may be required.