



La Salle County Nursing Home

The Home with Heart

Job Posting: Notice of Vacancy

La Salle County Nursing Home is hiring the following job classification.

IP/Wound Care Nurse

Starting Salary: \$80,813.73

Full-time,

Monday – Friday

6:30AM – 3:00PM

Health, Dental, and Vision Insurance after (3) Months

Fully Paid Life Insurance After (3) Months Illinois Municipal Retirement Plan

Twelve (12) Paid Holidays Per Year

(12) Paid Sick Days Per Year

Vacation: One (1) week (40.00 hours) after One (1) Year Two (2) weeks (80.00 hours) after Two (2) Years

Location: La Salle County Department: La Salle County Nursing Home 1380 N 27Th Road
Ottawa, IL. 61350

See Job Description for Duties, Minimum Qualifications and Physical Demands.

Interested persons can apply in person, Applications are also available at the Business Office,
or fill out County Employment

La Salle County Nursing Home Attn: Karla Hanlon, DON 1380 N 27th Road Ottawa IL 61350 P: 815.433.0476 F: 815.434.7141 email: kcontreras@lasallecountyil.gov

LaSalle County

Job Description



Job title: Infection Control/Wound Care Nurse Manager

Work Location: LaSalle County Nursing Home

Division/Department: Nursing

Reports to: Director of Nursing

Employment Classifications:

Full-time Part-time
 Exempt Nonexempt
 Salaried Hourly
 Bargaining Unit

Salary Grade: \$80,813.73

Current Employee holding position is:

Essential Duties and Responsibilities:

The primary purpose of this position is to assist the Director of Nursing in developing and directing the day-to-day services of the Nursing Department as it is governed by the State and Federal Regulations. Further, to develop, implement, and direct the Infection Control and Wound Care program to ensure the highest degree of quality care.

- Participate in developing, maintaining, and updating policies and procedures.
- Help develop and update service objectives.
- Ensure that all nursing staff are following protocol regarding infection control and wound care.
- May be expected to work other shift to maintain continuity of care and to implement any new procedure.
- Participate in QA meetings and daily morning meeting.
- Evaluate and participate in resident discharge planning regarding infection and wounds.
- Ensure that survey preparation and survey is completed by assisting the Director of Nursing to monitor procedures pertaining to job duties as well as those assigned by Director or Nursing.
- Coordinate, communicate, and comply with the Director of Nursing in regards to wounds and infection control.
- Chair infection Control committee and make recommendation with remediation's as necessary.
- Monitor skin/wounds, advise nursing staff, track, work with Physicians and prepare monthly wound report and give to DON.
- Attend, and participate in, Care plan meeting as it pertains to wounds and infection control. Inform families of skin changes.
- Assist the nursing supervisory staff in completing scheduling when on vacation, call-offs, or any time deemed necessary to cover the floor as a CNA or nurse.
- Ensure to attend any training and seminars to obtain the required number of CEUs
- Make daily rounds to ensure compliance with good nursing practice regarding wound care and infection control.
- Be approachable when working with all disciplines, nursing staff, residents, family, non-professional and professionals.
- Provide direct nursing care as necessary.
- Develop and provide in-services yearly and as needed to maintain quality nursing care.
- Must possess upper management leadership skills.
- Attend safety meetings and give input as it pertains to nursing and carry the requirements to the frontline staff.
- Ensure the nursing service work areas (i.e., nursing desks and medication room) are clean.
- Assist in directing the fire, elopement, and evacuation drills.
- Work with the different disciplines to ensure that they are kept abreast of the different types of infection precaution and what precautions are in the facility.
- Develop, implement and maintain the infection control program as it pertains to communicable and or infectious diseases among the residents and staff.

Date Revised: 10/25/2018

- Review nurses notes to ensure all approaches to wound care and infection control is being done and report to DON with any issues.
- Ensure that all nursing care is rendered in privacy and not interfering with activities preferred by resident.
- Perform related duties as assigned by DON.
- Maintain compliance with all company policies and procedures.
- Review and tract any infectious labs and work with staff, physicians, and residents to resolve.
- Monitor and track infections and wounds per facility policy.
- Monitor and track the antibiotic stewardship program.
- Implement new policies pertaining to new regulations.
- Work together with the La Salle County Health Department on communicable diseases.
- Follow facility policies on infection control and wounds.
- Coordinate staff schedules, floor plans, and comply with union guidelines as it pertains to staffing. Keep up to date with mandating log, staff call offs, leave of absences, etc.
- Communicate with HR regarding any issues with staff as needed.
- Keep track and produce daily staffing sheets.
- File and record all floor plans and census sheets for record keeping.
- Inform Director of Nursing any staff issues related to scheduling.
- Performs all job tasks within the rules and guidelines of the County's Safety Policy and Procedure Manual

Education and/or Work Experience Requirements

- Must have a Nursing Degree from an accredited college or university or Diploma from a Nursing School.
- Must have two years of floor nurse experience in long term care.
- Must have a working knowledge of CMS regulations as it pertains to long term care Medicare and Medicaid.
- Must have a current, unencumbered license to practice as a RN/LPN in the State of IL.
- Must rotate weekends to be available to answer any staff issues and rotate to the floor if the facility drops below CMS minimum requirements for nursing staff.
- Work beyond normal working hours and on weekends and holidays when necessary.
- Complete required training and certifications are required for the position.
- Must possess the ability to work with Point Click Care and the Point of Care including the Emar, Etar, or its equivalent.

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.

This position requires sitting (1-2 hrs.), standing/walking (6-8 hrs.) and may experience consistent balancing, stooping, crouching, bending, pushing, pulling, twisting, squatting, and climbing; repetitive motion using wrists, hands and/or fingers in reaching and grasping movements. Defined Medium Work - Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Visual acuity needed to determine the accuracy, neatness and thoroughness of the work assigned or to make general observations.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the

Date Revised: 10/25/2018

essential functions.

The noise level in the work environment is moderate.

This job description is intended to describe the general nature and level of the work being performed by the person in this position. Principal duties and responsibilities are intended to describe those functions that are essential to the performance of this job, and "other" duties and responsibilities include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties or tasks as requested by management. All requirements are subject to possible modification in order to reasonably accommodate individuals with disabilities.

LaSalle County reserves the right to modify, interpret, or apply this job description in any way the County desires. This job description is not intended nor should be construed to be an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions, or similar behaviors, attributes or requirements associated with this position. The aforementioned job requirements are subject to change to reasonably accommodate qualified individuals with a disability.

This job description is not an employment contract, implied or otherwise. Except as otherwise provided by a collective bargaining agreement or applicable law, all employees are at-will. This job description is not intended to void, replace, or conflict with negotiated union contracts. To the extent a collective bargaining agreement conflicts with this job description, the collective bargaining agreement shall supersede and/or modify this job description.

I have read, reviewed and agree that this job description accurately reflects the position.

ACKNOWLEDGEMENT

I have read or had explained the essential duties, responsibilities and minimum qualifications of this position for which I am expected to perform. I have reviewed the essential functions and work environment characteristics and I understand them completely.

Print Employee Name:

Employee signature:

Date:

Supervisor signature:

Date: