

Job Posting:

Notice of Vacancy

La Salle County Nursing Home
Hiring the following job classification.

Classification: RN/MDS Coordinator

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

Work Week: Full-time/days

See Job Description for Duties, Minimum
Qualifications and Physical Demands

Interested persons should apply in person;
applications are also available at the Business
Office.

La Salle County Nursing Home
Attn: Karla Contreras-Hanlon, RN /Director of
Nursing 1380 N 27th Road Ottawa IL 61350 P:
815.433.0476 F: 815.434.7141
email:kcontreras@lasallecounty.org

LaSalle County

Job Description



Job title: MDS/Care Plan Coordinator

Work Location: LaSalle County Nursing Home

Division/Department: Nursing Department

Reports to: Director of Nursing/Assistant Director of Nursing

Employment Classifications:

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

Salary Grade: \$65,000.00 Yearly_____

Current Employee holding position is:

Essential Duties and Responsibilities:

Primary purpose of your job position is, to coordinate Residents plan of care, develop and direct the overall completion of resident assessments, develop care plans and chair MDS meeting in accordance with current federal, state and local guidelines, and governed by the Nurse practice act.

- Ensure preliminary and ongoing assessments, with comprehensive person-centered Care Planning for each resident.
- Ensure the written plan of care for each resident identifies the resident's strengths, goal, life history and preferences in addition to the resident's needs.
- Assist in the co-ordination (with admissions) of preadmission screening and Resident review ("PASARR") under Medicare with resident assessment/Care planning and the transition of care.
- Encourage the resident to participate in the development and review of his/her plan of care.
- Assist in the scheduling of care plans and assessment with IDT.
- Ensure that all personnel involved in providing care is aware of the care plan interventions and any changes.
- Review nurses' notes to determine the care plan is being followed.
- Review care plans and assessments as necessary, with remediation driven by those findings.
- Develop and maintain a good rapport with all services involved in developing a comprehensive and person centered plan of care.
- Participate in developing the agenda for the Care Plan meetings as well as attend and chair in accordance with CMS regulations.
- Ensure all sections of the MDS are done to reflect the condition and needs of the residents at the time of the care plan meetings.
- Ensure all time schedules for assessing new residents have Rap Assessments done within the state mandated time frame.
- Ensure that a new baseline interim care plan be completed within 48 hours of admission that includes the initial residents goals based on admission orders, physician orders, dietary orders, therapy and social services with ("PASARR") recommendations.
- Develop care plans to include any specialized services/rehab services pursuant to a PASARR recommendation.
- Ensure care planning is expanded to include ("other appropriate staff"). For instance, a Dietitian for a tube feeding as appropriated by the IDT.
- Care planning must include languages, cultural preferences and concerns, trauma- informed approaches, and unique care needs such as prisoners of war.
- Ensure documentation that the residents Representative did or did not participate in the development of his/her plan of care or why not.
- May be asked to participate in various committees of nursing as appointed by administrator.
- Participate in scheduled reviews of Discharge Plans, and attend morning IDT/ QA meeting.
- Perform related duties as assigned by supervisor

- Maintain compliance with all company policies and procedures
- 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 minimum of an Associate Nursing Degree (RN) from an accredited nursing school, college, or university.
- Must have three years' work experience in a long term care setting or other Geriatric health related facility.
- Must be familiar with the IDPH Regulations as it relates to care plans and MDS Assessments.
- Must possess a current, unencumbered State of Ill. License to practice.
- Must be able to read, write, speak, and understand English.
- Must be able to operate office equipment, have excellent verbal and written communication skills, including the ability to effectively communicate with internal and external entities.
- Possess experience with Point Click Care, Emar, Etar or its equivalent.
- Must be able to work independently and be census driven.
- Must possess upper management/leadership skills and the willingness to work harmoniously with all disciplines, professional and non-professional.
- Must remain professional at all times when interacting with difficult residents, families, staff, visitors, government agencies and the general public.
- Possess the ability to plan, develop, organize, implement, and follow through with enthusiasm, tact and patience.
- Must be flexible.
- Must rotate one out of four weekends to be available to answer any staff issues and rotate to the floor every fourth time if the facility drops below CMS minimum requirements for nursing staffing.
- Develop a team approach to individualize care.

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 (3-5 hrs), standing/walking (5-8 hrs) and may experience frequent 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 essential functions.

The worker is subject to both environmental conditions; activities occur inside and outside. While performing the duties of this position, the employee is subject to normal consistent temperatures. This position may be subject to hazards such as atmospheric conditions, working in close quarters that could cause claustrophobia and working in narrow aisles or passageways. 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: