

ESKATON
RESIDENT CARE COORDINATOR I

DEPARTMENT: Nursing

Exempt X Non-exempt

JOB SUMMARY

The Resident Care Coordinator I provides care and supervision to residents of the facility. This includes direct resident care, conferring with other disciplines, referring to community resources and/or utilizing resource materials as needed. This position participates in case conferences and staff meetings, completes paperwork in a timely manner, and confers and meets with physicians, corporate support staff, and other community persons as needed or directed. The Resident Care Coordinator I is also responsible for scheduling shifts, job assignments, accountability, and evaluations of Resident Care Associates.

JOB RELATIONSHIPS

Responsible to: Administrator

Workers Supervised: Resident Care Associates

Interrelationships: All staff within the facility, vendors, residents and visitors.

QUALIFICATIONS:

Education:

Valid California Licensed Vocational Nursing certificate. First Aid certification.

Training and Experience:

One year recent skilled nursing experience preferred.

Knowledge and Abilities:

Possesses an in-depth knowledge of comprehensive nursing care which includes: clinical disease entities, the physical assessment skills required for initial and follow-up appraisal of all assigned residents, resident treatments, specialized diets, and medication regime for individuals. Must also be aware of the rehabilitative and preventative aspects concerning each resident, their safety, comfort, and protection of, the usual performances indicated for disease prevention and restorative measures, the ability to document professional nursing services provided with a realistic plan for reaching short and long term goals, and to be able to make decisions regarding safety needs of residents including adequate equipment.