

ESKATON  
SPECIAL CARE UNIT PROGRAM COORDINATOR

DEPARTMENT: Nursing

Exempt: \_\_\_\_\_ Non-exempt:  X

JOB SUMMARY

The Special Care Unit Program Coordinator manages the Resident Care Associates and supervises care provided to residents in the Special Care Unit. 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 Special Care Unit Coordinator is also responsible for scheduling shifts, job assignments, and planning, directing and coordinating programs to meet the creative, social and recreational needs of the residents in the special care unit.

JOB RELATIONSHIPS

Responsible to: Administrator

Workers Supervised: Resident Care Associates in the Special Care Unit, volunteer staff and appropriate support staff

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

QUALIFICATIONS:

Education:

Bachelor's degree in recreation or related field, or equivalent work experience required. Activities Director Certification, First Aid and CPR certification required..

Training and Experience:

Minimum of three years recent long term care experience preferred. 2-3 years direct experience working with the elderly in a social or recreational program. Must have valid and current CPR and First Aid Certification.

Knowledge and Abilities:

Possesses knowledge of resident 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 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.

Is familiar with the psychological needs of the geriatric resident. Knowledge and experience with office equipment including personal computers. Has current drivers license. All employees will have criminal record clearance prior to presence in the facility. Health screening and TB test results will not be older than 6 months and received within 7 days of employment.