

## Unit Manager

**DEPARTMENT:** Nursing

### **POSITION SUMMARY**

The Unit Manager provides support to the Director of Nursing, including: performing the basic tasks of assessment (RAI), planning, intervention, supervision and evaluation of patient care to assure compliance within acceptable standards of care for assigned unit. This position works with nursing and other facility staff to ensure quality care for all residents. Collaborates and supports (with Case Manager) the admissions and the movement of residents within the facility based on required level of care. Coordinates and processes admissions and discharges, and maintains communications with physicians and family members. This position may serve as Director of Nursing in the absence of the DON.

### **POSITION RESPONSIBILITIES INCLUDE:**

- The Unit Manager acts as the gate-keeper for the operation of the nursing unit.
- Is accountable for the timeliness of the RAI process.
- Evaluates admissions, in coordination with the Director of Nursing, Case Manager and Admissions Coordinator, to assure proper utilization and appropriate placement.
- Coordinates and processes admissions and discharges, and maintains communications with physicians and family members
- Ensures implementation of Reutlinger and facility policies and procedures through appropriate instruction to line staff.
- Assumes ultimate accountability for coordination of nursing services in the assigned unit.
- Provides daily supervision of patient care to include first level monitoring responsibility for significant changes in patient clinical condition, which includes the review of daily reports, incidents, etc. Assists in addressing family and staff concerns as it relates to quality of care, levels of care, bed utilization and discharge planning.
- Keeps the Director of Nursing informed of all situations which may have an adverse impact on patient welfare.

- Provides crisis intervention backup for unit charge nurses in dealing with patient complaints or family concerns.
- Immediately reports any suspected or observed incidents of resident abuse to Director of Nursing/Administrator.
- Determines the needs for appropriate training in collaboration with the Director of Staff Development.
- Participates in the selection and hiring process and the ongoing evaluation of the nursing staff for assigned unit; responsible (in coordination with the Staffing Coordinator) for ensuring adequate staffing.
- Maintains staff adherence to nursing policies and procedures.
- Conducts daily rounds of all patients and is apprised of any changing conditions.
- Promptly reports noticeable environmental or equipment repair needs to the maintenance department.

## **QUALIFICATIONS**

### **Education:**

Graduate of an accredited school of professional nursing and has a valid California RN license; current CPR certification.

### **Training and Experience:**

Requires a minimum of two years' experience in nursing supervisory experience in acute, geriatric, rehabilitation or psychiatric nursing.

### **Knowledge and Abilities:**

Requires current knowledge of federal, state and local regulations related to all levels of skilled nursing healthcare and requires keeping abreast of current trends and new developments in nursing and healthcare administration. It also requires effective the following skills and abilities: verbal and literary communication skills to interact with all levels of personnel and outside contacts, effective managerial and inter-personal skills, the ability to plan, organize and implement work and be flexible enough to shift priorities quickly and work under pressure with constantly changing demands, and must be amenable to weekend call duties and emergency standby as conditions warrant.

*The final candidate must successfully pass The Reutlinger's post offer, pre-employment testing which includes a criminal background check, drug test, COVID test, TB screen test and health screen. All staff, except wait staff and dishwasher positions, must be at least 18 years of age.*

*The Reutlinger is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, gender identity, sexual orientation or protected veteran status.*