

Gateways Community Services Job Description

Date: Revised August 2022
POSITION: Registered Nurse Care Coordinator Supervisor
DEPARTMENT: Gateways Adult Day Center & Gateways for Seniors
REPORTS TO: Director of Elder Services
FLSA CLASSIFICATION: Non Exempt

POSITION SUMMARY:

The incumbent in this position is an experienced Registered Nurse, with emphasis on community health education/experience. The incumbent must perform responsibilities of a highly skilled nature, be an effective supervisor, maintain a high level of confidentiality and communicate with the various stakeholders both internally at Gateways and externally in the community.

The incumbent in this position is responsible for:

1. Oversight of the clinical practices of the licensed practical nurses at the **Gateways Adult Day Center (GADC)**, completing the responsibilities of a registered nurse as outlined in He-P-818.15(b) Regulations.
2. Planning, coordination, and effective implementation of **G4S Home Care Program**, while supervising all the program's Personal Care Service Providers (PCSP), Licensed Practical Nurses (LPN) and Licensed Nursing Assistants (LNA).

Gateways Adult Day Center (GADC)

PRINCIPLE DUTIES:

1. Monitors accuracy of health records, medication, and treatment records for all participants
2. Reviews and signs updated care plans as necessary
3. Remains abreast of current licensing and HIPPA regulations and educates staff
4. Consult with center's Medical Director whenever necessary
5. Works in conjunction with the Program Manager to address any concerns
6. Is available for clinical concerns as necessary to LPN and other staff
7. Is on site a minimum of five hours per month for supervision of LPN and completion and review of care plans
8. Supervises the LPN and LNA alongside the Program Manager, including completion of performance reviews and corrective action
9. Provides coverage for LPN in her/his absence
10. Assists with quarterly QA reporting

Gateways for Seniors (G4S)

1. Interview new job applicants and work closely with Human Resources to complete onboarding and orientation requirements
2. Schedule, supervise, and evaluate G4S field workers every 6 months or more frequently if needed
3. Conduct employee training sessions as necessary and staff meetings
4. Recruit, screen, and document client referrals
5. Complete all intake paperwork with new clients and update as required to maintain compliance with Home Care Provider regulations
6. Conduct health assessment interviews in client's home to determine level of care and services required by the client for nursing services
7. Initiate a therapeutic plan of care for all assigned clients and update as required
8. Monitor the health status of all participants including required documentation
9. Maintain health records, current medical orders and medication and treatment records for all clients in applicable databases to meet NH licensing regulations
10. Dispense/administer medications as required
11. Provide health related guidance and referrals to community service agencies as appropriate
12. Participates in all required trainings per Home Care Regulations

OTHER RESPONSIBILITIES:

- Responsible for promoting health & safety within organization as defined by Safety Committee/Company policy
- Promote & work towards meeting agency goals and objectives as defined in the strategic plan
- Compliance with all Gateways Community Services policies and procedures
- Complete all necessary required trainings and continue to attend training
- Work collaboratively with other staff/departments and programs as necessary
- Perform other work-related duties as assigned

EDUCATION, EXPERIENCE, SKILLS REQUIRED:

- Maintains current license in good standing and CPR/First Aid Certification to practice nursing in the state of New Hampshire
- Has at least five years of experience working with geriatric participants or persons with disabilities.
- Highly knowledgeable and skilled in the profession of registered nursing
- Ability to meet and deal with people effectively
- Ability to communicate effectively both orally and in writing
- Ability to prepare clear and concise daily notes or regular monthly evaluations
- Ability to comprehend and interpret technical regulations
- Ability to affect positive working relationships with external agencies and care providers.
- Ability to perform effectively in emergency situations.
- Basic working knowledge of MS Office; Outlook, Word and Excel
- Possess reliable transportation, valid drivers' license and applicable vehicle insurance for business travel.

PRODUCTIVITY TOOLS AND RESOURCES

Email account on Gateways Community Services
Medical Equipment requirement to perform nursing functions provided by GADC

PHYSICAL REQUIREMENTS

- Standing: Frequently
- Sitting: Occasionally
- Walking: Frequently
- Bending: Frequently
- Twisting of Spine: Occasionally
- Lifting: Must be able to lift and transfer program participants independently with approved supports
- Carrying: Light (30 – 50 lbs.) infrequent distance – 100 ft.
- Pushing/Pulling: Must be able to push wheel chairs, move table and chairs, stand for extended periods of time when necessary.

TRAINING AND DEVELOPMENT

Required

- Introduction to NH Human Services: Overview of Developmental Disabilities and Human Rights (New Hire w/in 3 months)
- HIPAA (New Hire)
- Universal Precautions (New Hire & Annual)
- GADC Orientation and Position Training
- Dementia Training (6 Hours New Hire and 4 Hours Annual)
- Orientation Required per He-p818.19(j)(5) and He-P 822.17(i)(5)
- Various Systems Training

Essential job functions, other responsibilities and the physical requirements listed are considered essential to ensure the safety and well-being of the clients we serve. We will consider alternate methods of accomplishing tasks to accommodate any physical limitations if requested.

In an emergency, all staff may be required to perform activities that are above and beyond what is indicated on this job description to ensure the safety of the individuals we serve.

Employee Signature

Date

Witness Signature

Date