

North End Senior Solutions

JOB DESCRIPTION FOR:

Registered Nurse Care Coordinator - .

Working Title

Nurse Care Coordinator

Reporting Relationship

Reports to the Executive Director of North End Senior Solutions

Teams with: Program Assistants and Volunteers

Summary:

Provides health/social services to participants in order to meet his/her individual and family needs. Must be willing to learn NEW communication and behavior skills. Must have a "learning" mindset, and not be overly attached to traditional (old) methods of care. Must embrace and exemplify through behavior and attitude the team-work culture of the organization. Must show a willingness to learn and achieve a newly defined state of "Excellence" in human-relationships and beneficial relationships with the NESS family of participants, caregivers, staff, and the Lincoln County community by supporting the Executive Director and the Board of Directors in promoting the mission and vision of North End Senior Solutions (NESS).

Mindset is a simple idea discovered by world-renowned Stanford University psychologist Carol Dweck in decades of research on achievement and success—a simple idea that makes all the difference.

In a fixed mindset, people believe their basic qualities, like their intelligence or talent, are simply fixed traits. They spend their time documenting their intelligence or talent instead of developing them. They also believe that talent alone creates success—without effort. They're wrong.

In a growth mindset, people believe that their most basic abilities can be developed through dedication and hard work—brains and talent are just the starting point. This view creates a love of learning and a resilience that is essential for great accomplishment. Virtually all great people have had these qualities.

<https://mindsetonline.com/whatisit/about/index.html>

Essential Job Responsibilities:

Develop, implement, and evaluate an initial plan of care based on a functional assessment of participants and their caregivers in collaboration with other relevant parties, such as the NESS Staff, Primary Care Providers (PCP), family members, health and social services representatives.

Facilitate care conferences for all participants every 6 months including scheduling, writing care plans, and monitoring implementation of plans.

Organize, develop, and monitor all the nursing functions of the organization, including but not limited to medication records, participants' medical information, progress notes, behavioral and wellbeing metrics.

Train, delegate, and supervise medication management responsibilities to trained staff

Communicate changes in care plans and health status to families, caregivers, primary care providers, and other relevant parties

Maintains updated knowledge of the Oregon Administrative Rules (OAR) governing Adult Day Services (ADS) as well as all applicable Medicaid guidelines. This includes the understanding of the policies and procedures that apply to any other contracts with government or private agencies governing licensed caregivers and nurses in Oregon:

Assure participant health records are prepared accurately and kept confidential. Train staff in basic care principles related to their responsibilities and as determined in the individual's care plan.

Develop and administer policies for infection control, first aid and emergency care.

Oversee training, scheduling and performance reporting for all nursing volunteers or interns from health related programs when involved.

Monitor the continued welfare of participants, caregivers, staff and their needs

Provide information and referral to participants and their families to assist in providing for the needs of participants in their homes and in the community. Perform other duties as assigned by the Directors.

Qualifications:

Unencumbered license with the Oregon State Board of Nursing required.

Oregon Registered Nurse with an Associate of Sciences degree required, Bachelor of Science degree preferred.

Minimum of one year of dementia care, hospice, in-home health, geriatric, senior living or skilled nursing experience in a similar community social/health services role required.

Previous experience in case management preferred.

Must have the ability to develop and implement documentation procedures relating to the following:

- Medications - Delegation
- Care Planning
- Progress Notes and Care Conferences

Must have good organizational skills and ability to make decisions independently.

Must have the ability to effectively communicate in English in both written and verbal transactions including telephone interactions.

Must have the ability to maintain confidentiality of information at all times.

Current and maintained CPR certification required.

Proficiency in Microsoft Word, smart phones, internet and email use required.

Must have the ability to sit up to two hours at a time and the ability to bend, straighten, and travel reasonable distances.

Must have the ability to lift 20 pounds.

Criminal Background Check

Background checks are mandatory in all organizations serving seniors. You will be working with a vulnerable population.

Communication

- Listens actively while others talk
- Uses simple words and language
- Speaks and writes clearly and concisely.
- Speaks easily and comfortable to people from diverse cultures and backgrounds.

Interpersonal Skills

- Communication is honest and open. Our nonprofit aims to be as transparent as possible: it starts with communication.
- Respects and values others.
- Is able to resolve conflicts and solve problems without harming relationships
- Is comfortable dealing with board members, government officials, and others in the community.
- Appreciates other people's various and different points of view.
- Supports and recognizes the work of others.

Collaborative Skills

- Can work effectively with others within the organization and in the community
- Can initiate and be open when collaborating with groups.
- Accepts feedback, positive or negative, and uses it constructively to benefit the group collaboration.

Planning and Organizing

- Capable of collecting and using information for planning
- Understands the difference between goals and objectives
- Can prioritize and manage different tasks
- Can meet deadlines
- Pays attention to detail

Work Standards

- Adheres to professional standards
- Willing to follow NESS policies and procedures
- Completes commitments
- Shows personal initiative yet is accountable for own actions
- Works well independently and as a team player
- Is competent using computers and other necessary technology; is willing to learn.

Knowledge

- Is knowledgeable of NESS's Mission and how the Adult Day Service contributes to that goal.
- Is willing to learn and keep updated

- Is comfortable with and skilled at interacting and engaging with seniors in any activity
- Is patient and understanding of the aging process
- Willingly keeps abreast of scientific and social discoveries regarding aging, such as how specific activities influence, stimulate, and motivate us.

Education

Oregon Registered Nurse with an Associate of Sciences degree required, Bachelor of Science degree preferred.

Minimum of one year of dementia care, hospice, in-home health, geriatric, senior living or skilled nursing experience in a similar community social/health services role required.

Previous experience in case management preferred.