



# KIN ON

Community Care Network • Health Care Center

健安社區服務網 • 健安療養院

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Spring 2017

Job Announcement

## **Title: UC (Unit Coordinator)**

Open: Until filled

### **Job Description:**

Kin On is seeking 2 full time, Non-Exempt, Unit Coordinator, reporting directly to the Director of Nursing Services (DNS).

The position assumes the responsibility and accountability for highest level of resident care by ensuring the unit is managed in accordance with company policies and procedures as well as local, State and Federal regulations. Additionally, ensure the day-to-day staff pool need is met, trained and are performing and functioning at a high level in order to provide the best care for our residents.

### **Role and Responsibilities:**

The role of the UC is a supervisory position which ensures the nursing department is fully staffed and functional in order to carry out resident care plans. Liase with Staff Development Coordinator to ensure in-service training and onboarding orientation are done correctly. Actively participate in committees, programs, reports and measures directed by the Director of Nursing in order to comply with all skilled nursing facility (SNF) regulations pertaining to Nurse Practice Act and Resident Bill of Rights at all times.

### **Lead –**

- Follow the Kin On Health Care Center policy, oversee the Unit's daily operation and nursing care practice.
- Participate in the Quality Assurance, Assessment, and Improvement Committee monthly meeting and provide montly report accordingly.
- Collaborate with various internal/external teams & members such as Human Resource, Administrator and outsourced functions on recruitment, hiring and firing, reorganizing

team structure, maximize skill competencies & work performance; address skill, work flow/plan, training and educational deficiencies

- Demonstrate compassionate and caring personality trait as well as leadership abilities Collaborate with leadership team and demonstrate ability to supervise and provide directions in problem solving process at Unit and at the whole facility level

### **Compliance –**

- Assist DNS with maintaining of all records of narcotic medication (Schedule II & III) administration, destruction, and disposal records as required by the Federal, State, and Drug Enforcement Administration (DEA) board regulations
- Collaborate with DNS to review, respond and ensure Pharmacist Consultant recommendations being implemented as needed
- Collaborate with DNS to actively participate in pharmacy services and management to ensure timely and safe delivery, destruction, administration and of medications
- Collaborate with DNS, following Kin On Health Care Center reporting policy to actively report, maintain, support and ensure completion of and corrective actions made for
  - Fall report
  - Incident report
  - Physician Orders
  - Patient progress
  - Discharge summaries and transfer notes
  - Admissions process
  - Quarter Care Plan
  - Medication records
- Ensure the individualized care plan was created, reviewed, and updated in a timely fashion for all the residents in the Unit
- Support DNS to keep SNF compliant with all state, local and federal regulations, the Washington *Nurse Practice Act*, HIPPA, OSHA, Fire code and Resident Bill of Rights at all times with the support of internal departments and external resource
- Provide all necessary documentations for State Survey process

### **People Management -**

- Project, plan and schedule unit nursing staff
- Reduce overtime, inefficiencies and conflicts
- Supervise, manage and develop floor nursing staff such as RNs, LPNs and CNAs to improve and maintain team function, morale and utility
- Work with leadership team at Kin On Health Care Center to perform staff evaluation
- Assist with handling the functions which may include ongoing educational programs and training, environmental and infection control activities, technology programs, etc
- Meet with and audit staff from all shifts at a regular interval to assess skills need and other deficiencies and ensure operation of the unit is at maximum capacity

## **Direct Care Management –**

- Evaluate and ensure the individualized and updated nursing care plan was maintained for all residents at the Unit. Calls for Unit meeting as needed to provide health status update and any health care issues to resident and family as required
- Assign and instruct Licensed Nurses to participate & write resident care plan and conduct any special Unit meeting as needed
- Provide input and assess needs of residents for Restorative Program
- Ensure eMAR and Physician Orders are signed off and documented in a timely manner
- Work within an multidisciplinary team (social service, doctors, activity department, and dietary department) to perform admission screening, continued assessment and discharge of residents appropriately and according to protocol
- Make daily rounds

## **Job Requirements:**

- Active WA state Registered Nurse license
- 2-4 years of progressive roles and responsibilities toward autonomous leadership & management track within the nursing department at a care facility, elderly care experience preferred, a minimum of 2 years a must
- ADN Degree required, BSN preferred; if only have ADN at point of hire, must be committed to BSN obtainment by year 2020
- Upholding the standards and principals of nursing practice, technology literate, problem solving and organizational skills, passion for senior care, ability to lead and collaborate with team members are essential part of the core practice
- Good English written and verbal communication skills a must; a secondary conversational Asian language highly desired
- Technology, laws/regulations & diversity in population served add layers of complexity to our overall operations over time, must be able to adopt new strategies as needed toward a sustainable tomorrow

## **Work Conditions:**

The role resides primarily inside a temperature controlled facility with occasional outside travel as need arises. Frequent full range of motion used such as standing, sitting, walking, lifting, manual dexterity, computer use, and exposure to common risks & conditions found in healthcare facilities such as blood, bodily fluids, IV equipment, various machines & monitoring devices, and wheelchairs.

*Kin On is an **EEO** Employer, Women and Minorities highly encouraged to apply*