



### **JOB OPPORTUNITY**

**Job Title:** Resident Care Manager (RCM)  
**Reports To:** Director of Nursing Services (DNS) and Assistant Direct of Nursing Services (ADNS)  
**Job Location:** Seattle, WA  
**Hours/Schedule:** Full time

### **JOB DESCRIPTION**

The Resident Care Manager is responsible for supervising, implementing, coordinating, and managing resident care through interpersonal contact with residents, families, nursing staff, and others in accordance with all applicable laws, regulations, and Kin On policies and procedures.

### **ABOUT KIN ON**

Kin On is a non-profit organization rooted in the Asian community for more than 30 years. Kin On's mission is to honor, support, and advocates for our Asian elders and families in the Puget Sound region by offering culturally and linguistically appropriate health, social, and educational services.

As an award-winning 24/7 skilled-nursing facility, Kin On Rehab and Care Center is dedicated to offering culturally appropriate long-term and short-term transitional care to Asian seniors. Our Community Care Network provides an array of in-home and support services including: Family Caregiver Support, Home Care, Healthy Aging Program and Chronic Care Management Program.

In addressing the unmet needs of the community, Kin On is undergoing a major capital expansion to create an aging-friendly campus to include a Community Center, Assisted Living Facility and Adult Family home (expected completion by Autumn 2018).

### **SPECIFIC REQUIREMENTS**

- Have expert knowledge in field of practice
- Possess the ability to make independent decisions when circumstances warrant such action
- Knowledgeable in nursing practices and procedures, laws, regulations, and guidelines governing nursing functions in the post-acute care facility such as the Resident's Bill of Rights and HIPPA
- Tech savvy with computer knowledge on PCC system and other electronic medication record systems
- Have the ability to implement the programs, goals, objectives, policies & procedures of the nursing department
- Able to perform proficiently in all clinical competency areas including but not limited to: supervisory responsibilities, charting and documentation, direct patient care, drug administration, patient rights, infection control, safety and sanitation
- Maintain professional working relationships with all associates, vendors, etc. Work in the department as well as throughout the campus facility
- Maintain confidentiality of all proprietary and/or confidential information
- Understand and follow facility policies including harassment and compliance procedures. Attend and participate in continuing education programs
- Display integrity and professionalism by adhering to federal, state and local regulation; and other appropriate compliance training

### **ESSENTIAL FUNCTIONS**

- Serve as a supervisor to the nursing stations with the ability to effectively supervise station personnel
- Work with social services on admission, transfer, and discharge of residents over the weekend
- Monitor charts and documents on nursing stations to ensure the appropriate, accurate, and timely documentation

- Monitoring the performance and documentation of nursing staff in caring for the residents and assure that nursing services provided for the resident allow residents to attain or maintain the highest practicable physical, mental, and psychosocial well-being
- Work with DNS, ADNS, and staff development officer to conduct internal audits and install corrective action plans to ensure the compliance with the federal, state and local regulations are met
- Able to respond in a leadership capacity to emergency situations related to patient and staff safety.
- Able to assist in the evacuation of resident
- Coordinate with other health care professionals (i.e. physicians, social workers, therapists, etc. ) to ensure resident care plans and services are carried out
- Facilitate efficient operations including staff assignments
- Assist with quality improvement activities including surveillance, problem identification and resolution
- Complete resident care rounds, monitor 24 hour shift report
- Oversee incidents, abuse and neglect to ensure compliance with regulations
- Manage preparations for site visits and inspections and recommend corrective action plans
- Exhibit excellent client service and a positive attitude toward residents, families, internal and external visitor and cohort
- Must demonstrate dependability, regular good attendance, time management, use of reasoning and good judgment skills
- Must be able to concentrate with frequent interruptions
- Must be able to communicate and function productively on an interdisciplinary team to be involved with residents, associates, visitors, government agencies/personnel, etc. under all conditions and circumstances
- Subject to hostile and emotionally upset residents, family members, etc.
- Work beyond normal working hours, on weekends and holidays, and in other positions temporarily as necessary
- Must be able to perform other duties as assigned by DNS and ADNS

### **EDUCATION, EXPERIENCE, AND LICENSURE/CERTIFICATIONS**

- Associate Degree in Nursing required, Bachelor of Science in Nursing preferred
- Must be currently licensed & registered in Washington State. Must maintain an active Registered Nurse (RN) license with minimum of one (1) year of experience
- At least one (1) year of supervising experience
- Must have CPR certification upon hire or obtain during orientation. CPR certification must remain current during employment
- Must be able to read, write, speak, and understand the English language, a secondary Asian language highly desired

### **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 (able to lift 35 lbs floor to waist, lift 35 lbs waist to shoulder, lift and carry 35 lbs, and push/pull 35 lbs), manual dexterity, computer use, and exposure to common risks & conditions found in healthcare facilities such as blood, bodily fluids, blood borne and commutable diseases, IV equipment, various machines & monitoring devices, and wheelchairs.

**TO APPLY:** Please send resume to Hiring Manager via [Careers@kinon.org](mailto:Careers@kinon.org). Only qualified individuals being considered will be contacted for an interview.

Kin On is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, gender, sexual orientation, gender identity and/or expression, creed, national origin, age, disability, genetic information, ancestry, citizenship, marital status, veteran and/or military status or any other legally protected status. No question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state or federal law.