



## **JOB OPPORTUNITY**

**Job Title:** Nursing Services Manager  
**Reports To:** Supportive Housing Director  
**Job Location:** Seattle, WA  
**Hours/Schedule:** Full Time, Exempt

## **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 advocate for our Asian elders and families in the Puget Sound region by offering culturally and linguistically appropriate health, social, and educational services. Kin On is creating an age friendly campus which includes a 24/7 skilled-nursing facility, Rehab and Care Center, Home Care Services, Family Caregiver Support, Chronic Care Management Services, and Healthy Living Program. In addressing the unmet needs of the community, Kin On includes an Assisted Living Facility and Adult Family Home.

## **JOB DESCRIPTION**

Kin On is seeking a full time, exempt, Nurse Services Manager, reports directly to the Supportive Housing Director.

The role is to oversee the nursing care services of two supportive housing facilities: Kin On Assisted Living Facility and Kin On Adult Family Home (combined 26 units) within Kin On's main campus. The role assures that social services are provided to residents according to their psychosocial needs and established policies and procedures. Additionally, the role is to ensure Kin On adheres to all state, federal and local regulations regarding resident services and consistent with Kin On's mission.

## **ROLE AND RESPONSIBILITIES**

The Nursing Services Manager is responsible for the full compliance of the nursing care services for the Assisted Living and Adult Family Home residents and oversees the 24 hour supervision of the licensed staff, care givers and, all nursing care activities. Knowledge of state regulations governing the Assisted Living Facility and Adult Family Home Facility is essential for the maintenance of nursing objectives, standards of nursing practice, nursing policy, and the coordination of nursing services with other resident services.

The Nursing Services Manager is responsible for the timely and accurate completion of all state required documentation. This individual promotes harmonious relationships among nursing personnel, residents, families, and other disciplines, and keeps Supportive Housing Director apprised of nursing care operation policies, and procedures. In the absence of the Supportive Housing Director or other designated staff person, the Nursing Services Manager assumes total responsibility for the facility and other departments.

- **Lead**
  - Serves as a member of the admission team for potential residents, and as a member of the management team. Overseeing the overall operation of the facility.
  - Plan, lead, organize, and active participation as a leading member of the nursing care team and oversees the nursing department operation.
  - Collaborate with Supportive Housing Director in preparing, administering, and revising the annual budget for the nursing department.
  - Coordinate with Supportive Housing Director and Resident Service Coordinator for referrals, screening, admission of residents, and discharge of resident.

- **Compliance**
  - Maintain all records of nursing care services as required by the State, and Drug Enforcement Administration (DEA) board regulations.
  - Manage pharmacy services to ensure timely and safe delivery, destruction, administration and of medications.
  - Ensure AL and AFH complies with all federal, state and local 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.
  
- **People Management**
  - Develop, assess and maintain quality nursing services for all residents.
  - Ensure work flow of the Nursing Department is to full capacity.
  - Collaborate with other team members on recruitment, hiring and firing, maximizing skill competencies, and work performance.
  - Plan and monitor work schedules with direct care workers to ensure sufficient coverage to deliver quality nursing care services.
  - Manage and delegate appropriate tasks as needed to parties handling the function which may include ongoing educational programs and training, environmental and infection control activities, technology management, nurse delegation, and etc.
  - Conduct performance evaluation for nursing services personnel.
  
- **Direct Care Management**
  - Evaluate resident health status and follow through with care plan, treatment and or documentation.
  - Monitor and maintain records reflecting residents' physical and mental condition.
  - Coordinate and monitor medication service and maintain daily medication records.
  - Provide support, consultation, and necessary training to the caregivers in problem solving, service challenges and health issues.
  - Maintain current medication orders for residents.
  - Perform pre-move-in assessment.
  - Conduct nursing assessment within 14 days of move-in and routinely thereafter.
  - Establish and maintain current knowledge of the requirements of regulatory agencies.
  - Respond to emergency situations and administer first aid as needed.
  - Investigate and document resident incidents.
  - Conduct in-service training.
  - Coordinate a team to provide 24/7 on-call support to caregivers.
  - Attend appropriate in-services and trainings.

## QUALIFICATIONS, KNOWLEDGE AND SKILLS

- Education: Graduated with an accredited program in nursing education.
- A current and valid Washington State Registered Nurse (RN) License is required.
- Must have a 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 such as Cantonese, Toishanese, Mandarin, Vietnamese, Korean, Japanese or Tagalog highly desired.
- Knowledge of WAC laws for Assisted Living Facility and Adult Family Home preferred.
- Able to pass a background check through DSHS and WSP
- Able to embrace Kin On's mission.
- Ability to work independently and in a team.
- Have excellent customer service skills.
- Ability to work under pressure.
- Ability to work with constant interruptions.
- Ability to function as a team leader in sharing responsibility for the provision of resident services in cooperation with all other members of the team.
- Must be able to communicate clearly both verbally and in writing.
- Proficiency in computer programs such as Microsoft Office Suite and knowledge and proficiency in other IT related applied technology a plus.
- Point Click Care (PCC) or EMAR software experience/knowledge preferred, will train.
- A gentle compassionate, empathic personality with clear communication skills desired as population serviced is the elderly. Person in this position must be able to communicate effectively with residents and their families, and report back to supervisor over matter of concern.

## WORK ENVIRONMENT

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 (10-25lbs), 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.

**TO APPLY:** Please send resume to Hiring Manager via [Staffing@Kinon.org](mailto:Staffing@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.