JOB OPPORTUNITY
Job Title: Infection Control and Staff Development Coordinator
Reports To: Administrator
Job Location: Seattle, WA
Hour/Schedule: Full-time, Non-exempt

ABOUT KIN ON
Kin On is a non-profit organization rooted in the Asian community for more than 35 years. Kin On's mission is to honor and support elders and families by offering culturally Asian and linguistically appropriate healthy living services in a healthy living community. Kin On is an aging-friendly community which includes the Rehab & Care Center and Supportive Housing facilities. Additionally, Kin On offers Home Care, Social Services, Health Home and Healthy Living program serving Asian older adults in our community.

JOB DESCRIPTION
This position is responsible for developing, implementing, and maintaining a campus-wide (Rehab & Care Center and Supportive Housing) infection prevention and control program; and meeting all standards as defined by applicable CMS, DSHS, Washington State, and King County Department of Health rules and regulations. This position is also responsible for overall quality control and nursing staffing training and development.

ROLE AND RESPONSIBILITIES
Infection Control responsibilities
- Develops and implements an ongoing infection prevention and control program to prevent, recognize, and control the onset and spread of infections in order to provide a safe, sanitary, and comfortable environment.
- Establishes campus-wide systems for the prevention, identification, investigation, reporting, and control of infections and communicable diseases of residents, staff, and visitors.
- Develops and implements written policies and procedures in accordance with current standards of practice and recognized guidelines for infection prevention and control.
- Oversees the facility's antibiotic stewardship program.
- Oversees resident care activities that increase risk of infection (i.e., use and care of urinary catheters, wound care, incontinence care, skin care, point-of-care blood testing, and safety practices during IV therapy and injection).
- Implements an annual infection control risk assessment process and participates in the facility’s annual facility assessment review process.
- Reviews and/or revises the facility’s infection prevention and control program, its standards, policies, and procedures annually and as needed for changes to the facility assessment to ensure they are effective and in accordance with current standards of practice for preventing and controlling infections.
- Collaborates with other departments in fulfilling requirements related to occupational health and safety. (i.e. employee health; environmental services related infection control needs)
- Provides education (i.e. in-service, staff competency check) related to infection prevention and control principles, policies, and procedures to staff, residents, and families (where appropriate).
- Leads the facility’s Infection and Prevention Control Committee. Develops action plans to address opportunities for improvement.
- Ensures DOH, DSHS, and public health are notified of reportable diseases.

Staff Development Responsibilities
- Participates in the completion of the facility assessment at least annually for determining the knowledge and skills required among staff to meet residents’ needs.
- Identifies and prioritize the facility’s educational needs through the completion of an educational need’s assessment, based on the facility assessment.
- Develops, schedules, and directs refresher training, as necessary, for all personnel. Tracks attendance/completion of training to ensure that all required training is received by all personnel in a timely manner.
• Reviews educational content to ensure the information reflects current standards of practice and facility policies and procedures. Develops or revises content as needed. Utilizes outside resources for content development, such as consultants, content experts, or electronic learning systems.
• Schedules trainings with flexibility to ensure limited disruption of resident care, and ample opportunity for staff to attend. Posts notices of trainings in advance.
• Maintains all training records, reports, instructional materials, and speaker qualifications related to each educational program.
• Provides opportunities for staff to obtain continuing education credits for maintaining certifications/licensure. Maintains all documentation related to continuing education.
• Maintains attendance records and individual training records in accordance with facility policy.
• Performs other duties as assigned.

MINIMUM QUALIFICATIONS
• Basic education in nursing, public health, medical technology, microbiology, epidemiology or other related field.
• Completion of specialized/equivalent training on infection prevention and control.
• Good communication, organization and computer skills.
• Able to work well with a diverse population.
• Good English written and verbal communication skills a must; a secondary conversational Asian language is preferred.

WORKING 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, 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 and cover letter to HR via careers@kinon.org. Only qualified individuals being considered will be contacted for an interview.

Kin On is An Equal Opportunity Employer. Kin On prohibits discrimination and harassment against any employee or applicant for employment because of race, color, age, religion, sex, national origin, sexual identity or expression, sexual orientation, disability, veteran, military or marital status, genetic information or any other protected status.