JOB OPPORTUNITY
Job Title: RCM (Residential Care Manager)
Reports To: DNS (Director of Nursing Services)
Job Location: Seattle, WA
Hours/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, support, and advocate for our Asian elders and families by offering culturally and linguistically appropriate healthcare services in a healthy living community. Kin On operates an age friendly campus which includes a Nursing Home and Supportive Housing facilities. Additionally, Kin On offers Home Care, Social Services, and Healthy Living programs serving Asian seniors in our community.

JOB DESCRIPTION
The position is responsible for highest level of resident care by ensuring the station 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 RCM is a supervisory position which ensures the nursing department is fully staffed and functional in order to carry out resident care plans. Liaise 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.

- Follows the Kin On Health Care Center policy, oversee the Station’s daily operation and nursing care practice.
- Participates in the Quality Assurance, Assessment, and Improvement Committee monthly meeting and provide monthly report accordingly.
- Collaborates 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
- Demonstrates compassionate and caring personality trait as well as leadership abilities
- Collaborates with leadership team and demonstrate ability to supervise and provide directions in problem solving process at Station and at the whole facility level
- Assists 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
- Collaborates with DNS to review, respond and ensure Pharmacist Consultant recommendations being implemented as needed
- Collaborates with DNS to actively participate in pharmacy services and management to ensure timely and safe delivery, destruction, administration and of medications
- Collaborates 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
- Ensures the individualized care plan was created, reviewed, and updated in a timely fashion for all the residents in the Station
• Supports 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 resources
• Provides all necessary documentations for State Survey process
• Projects, plans and schedules Station nursing staff
• Reduces overtime, inefficiencies and conflicts
• Supervises, manage and develop floor nursing staff such as RNs, LPNs and CNAs to improve and maintain team function, morale and utility
• Works with leadership team at Kin On Health Care Center to perform staff evaluation
• Assists with handling the functions which may include ongoing educational programs and training, environmental and infection control activities, technology programs, etc
• Meets with and audit staff from all shifts at a regular interval to assess skills need and other deficiencies and ensure operation of the Station is at maximum capacity
• Evaluates and ensure the individualized and updated nursing care plan was maintained for all residents at the Station. Calls for Station meeting as needed to provide health status update and any health care issues to resident and family as required
• Assigns and instructs Licensed Nurses to participate & write resident care plan and conduct any special Station meeting as needed
• Provides input and assess needs of residents for Restorative Program
• Ensures eMAR and Physician Orders are signed off and documented in a timely manner
• Works within a 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
• Makes daily rounds

MINIMUM QUALIFICATIONS:
• ADN Degree required, BSN preferred
• Active WA state LPN or RN 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
• 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

COMPENSATION AND BENEFITS:
• Pay: $50.00/hour - $55.00/hour
• Sign-on bonus: $2,000
• Medical/Dental/Vision insurance plans
• Life insurance
• Flexible Spending Accounts
• 403(b) retirement plan and employer-contributed SEP (One-year employment eligible)
• 7 days paid holidays are included in paid vacations
• Paid vacations: 2.62 hours for every 40 hours worked
• Paid sick leave: 1.24 hours for every 40 hours worked
• Discounts on meals
• Referral program
• Free parking

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.
HOW TO APPLY:
Please apply through the Kin On online application and candidate portal on the Kin On careers page. Only qualified individuals 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.