

RESIDENT CARE COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves coordinating nursing service activities in a resident care unit of the County Department of Nursing Homes. This position differs from that of Practical Nurse or Registered Nurse by virtue of the expanded scope and level of responsibility in the continuing preparation and maintenance of nursing and medical care plans. Work is performed under the general supervision of a Nurse Supervisor in accordance with facility policies and procedures. Direct supervision is exercised over the work of subordinate employees. A Resident Care Coordinator does related work as required.

TYPICAL WORK ACTIVITIES:

- Assigns duties to nursing care personnel based on the twenty-four hour needs of residents;
- Maintains clinical records pertaining to residents including nursing and medical treatment and related services ordered;
- Observes nursing care and visits residents to ensure that nursing care is properly carried out and treatments administered in accordance with instructions;
- Instructs staff in proper techniques of care;
- Maintains a safe environment for residents;
- Accompanies physician on rounds to answer questions, receive instructions, and note resident care requirements; reports to personnel on next shift on conditions of residents or of any unusual circumstances;
- Distributes medications and provides treatments to residents as specified by physician;
- Continually assesses resident placements in order to make recommendations concerning the appropriate level of care to be provided;
- Provides orientation and in-service training;
- Participates in evaluations of performance of employees assigned to a resident care unit;
- Ensures established inventory levels for medicines, solutions, and supplies for a resident care unit;
- May, as necessary, provide nursing care to skilled nursing patients.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of nursing principles, techniques, and terminology; working knowledge of geriatric and rehabilitative nursing; ability to apply therapeutic treatments as prescribed; ability to carry out oral and written instructions; ability to keep records and make reports; ability to plan and supervise the work of others; emotional and physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS:

- A) Possession of a license issued by the State of New York to practice as a Registered Professional Nurse and six (6) months of nursing experience;

OR

- B) Possession of a license issued by the State of New York to practice as a Licensed Practical Nurse and one (1) year of practical nursing experience, which shall have included charge nurse duties.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Revised: 12/14/93

(Change in title from Residential Care Coordinator)