



MISSION

Christian Care Communities enhances the journey of life for Older Adults.

VISION

Christian Care Communities’ vision is a society that values and serves people of all ages.

PART I: POSITION IDENTIFICATION

Job Code:	Nurse Unit Manager - RN 10190
Program:	Older Adult Services
Facility:	Christian Health Center
Location:	Non-specified
Department:	722 - Skilled Nursing Facility
Direct Supervisor:	Director of Nursing
Effective Date:	December 2000
Revision Date:	March 2021

PART II: POSITION SUMMARY

The Nurse Unit Manager is primarily responsible for supervising nursing activities and provides direct nursing care during assigned duty hours while maintaining compliance with all applicable laws, regulatory and organizational standards.

PART III: POSITION REQUIREMENTS

Required Education:	Associates degree in nursing from an accredited college or university
Preferred Education:	Bachelors’ degree in nursing from an accredited college or university
Required Experience:	2 years’ experience in long-term care; supervisory experience in acute care, sub-acute or long term care
Required:	Licensed in the Commonwealth of Kentucky as a RN; Certified Wound Care Nurse or ability to become certified within 6 months of employment

Skills, Abilities and Knowledge

1. Excellent communication skills to include:
 - a. Ability to speak and read English
 - b. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals
 - c. Ability to write routine reports and correspondence
 - d. Ability to speak effectively before groups of employees, organizations and others
 - e. Ability to communicate effectively with all levels of staff
2. Working knowledge of various software programs such as Microsoft Office products including, Word, PowerPoint, and Excel

PART IV: ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

The incumbent performs job responsibilities without posing a significant risk of substantial harm to the health or safety of him/her or others while maintaining compliance with all policies and procedures of Christian Care Communities and within the parameters of the Organization's mission, vision, and values.

1. Completes clinical rounding for outcomes on your assigned unit(s), daily at a minimum; addresses performance deficiencies as they are identified, with immediate correction.
2. Tracks the *24 – Hour Report* to identify changes in condition, issues that need further investigation, assessment and / or intervention and notifications to Medical Director (MD) and resident representative.
3. Conducts and participates in the following meetings as directed:
 - a. Daily clinical
 - b. Clinical at risk
 - c. Behavior
 - d. Quality Assurance Performance Improvement (QAPI)
4. Completes pharmacy / dietary requests and care checks in a timely manner.
5. Reviews admissions records for completion of data following the admission process, ensuring smooth transitions of care.
6. Responds promptly and appropriately to resident, family and staff concerns.
7. Monitors and ensures completeness of resident documentation including but not limited to; intake, fluid, weights, Brief Interview for Mental Status (BIMS), skin assessments, Activities of Daily Living (ADL) charting and skilled nursing notes.
8. Completes and keeps current the 802/672. Roster Matrix / Census and Condition.
9. Participates in the On-Call schedule as required and provides direct care
10. Observes new employee orientation to the unit, new employee's progress and performance; completes and conducts employee evaluations, provides constructive feedback and identifies strengths / weaknesses and goals for improvement.
11. Monitors staffing patterns and addresses with adjustment of assignments.
12. Supervises and coordinates assigned facility programs, including but not limited to, restorative, wound care and infection control.
13. Personifies outstanding customer service to co-workers, clients and vendors by acting as a subject matter resource in a timely, considerate and friendly manner, always maintaining the "Golden Rule" approach; practices patience and kindness.

PART V: PHYSICAL DEMANDS AND WORK ENVIRONMENT

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the physical demands.

1. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear.
2. The employee frequently is required to stand, walk, and sit. The employee must occasionally lift and/or move up to 50 pounds.
3. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
4. Specific communication abilities required by this job include the ability to talk and hear in order to converse with others, discern, convey, express oneself, and exchange information.

Work Environment

The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this job.

1. The noise level in the work environment is usually moderate; lighting is in the standard range.
2. The employee is subject to falls, burns from equipment, odors, and exposure to the infectious waste, diseases and conditions, including the AIDS and Hepatitis B and C viruses.

PART VI: “W.E. C.A.R.E.” VALUES

Christian Care Communities is a values’ driven organization with six (6) core values. All staff members are expected to successfully meet the following non-negotiable Core Values Standards of Performance which will be used to measure overall work performance:

- 1. Work with compassion for Older Adults and their families:**
 - a. Listen carefully
 - b. Professional and pleasant interaction
 - c. Practice patience and gentleness
- 2. Embrace aging as a valued part of life:**
 - a. Encourage and respect individuality
 - b. Be humble and accepting
 - c. Compassionately engaged
- 3. Care for the physical, mental, emotional and spiritual well-being of those we serve and those who serve with us:**
 - a. Provide exceptional care with kindness and humility
 - b. Know your residents and colleagues – their important occasions and crises
 - c. Care about wellness and healthy lifestyles, and both set an example personally, as well as encourage others in their efforts to improve
- 4. Always seek ways to improve and grow:**
 - a. Share knowledge
 - b. Challenge people to reach their highest potential
 - c. Stay abreast of industry trends and the latest technologies
- 5. Respect the dignity of each person:**
 - a. Invite participation and ideas from everyone
 - b. Treat everyone with honesty and fairness
 - c. Thank and recognize people for what they do
 - d. Acknowledge and speak daily
- 6. Exemplify integrity, excellence, and accountability:**
 - a. Model what you expect
 - b. Do your best and strive to do better
 - c. Accept your role at Christian Care
 - d. Be reliable, enthusiastic, and proud friends of Christian Care

PART VII: JOB DESCRIPTION ACKNOWLEDGEMENT

I have received a copy of my job description and state that I have read or have been provided accommodations to comprehend and fully understand the requirements of this description and agree to abide by its requirements and will perform all duties and responsibilities to the best of my ability.

I understand this description is intended to be a general statement concerning ***this position and is not to be considered a detailed assignment***. Other duties may be assigned, and it may be modified by my employer as need arises.

I certify that at this time I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these activities.

I further certify that this job description was orally reviewed with me and I have been given the opportunity to ask questions of my employer concerning these matters and that this ***job description will be a basis for evaluating my performance***.

I accept the position of: Nurse Unit Manager - RN

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

RETAIN ENTIRE JOB DESCRIPTION IN PERSONNEL FILE

-----**FOR HR USE ONLY**-----

Workers' Compensation Code: 8824
FLSA Status: Non-Exempt
EEO Code: 2
EEO Title: Professional

This position is subject to the following background screens as indicated below:

- ☐ Social Security Number Trace
- ☐ County Criminal
- ☐ State Criminal
- ☐ Kentucky Nurse Aide Abuse Registry
- ☐ Prior Employer Verification
- ☐ Reference Check and Verification
- ☐ Professional License/Certification Verification