



Position Description

Position Title:	Charge Nurse – Lodge Assisted Living		
Department:	Lodge Assisted Living	Reports To:	Administrator of Lodge Assisted Living
Classification:	Non-Exempt	Revision Date:	March 2019

Position Overview

Lodge Assisted Living:

Assumes responsibility for management of residents and nursing staff within a nursing unit. Maintains high patient care standards and ensures a safe, secure, patient environment. Administers medication in a safe and efficient manner. Treats all personal information regarding employees or residents of Havenwood Heritage Heights as strictly confidential. Must work in accordance with Nurse Practice Act.

Principle Duties and Responsibilities

Lodge Assisted Living:

1. Manages assigned personnel by:
 - a. Making routine employment decision and reviewing performance.
 - b. Assigning work, providing training, guidance and advising subordinates as necessary.
 - c. Resolving routine personnel problems.
2. Carries out a plan of professional nursing care for patients and regularly evaluates the effectiveness of the plan and procedure.
3. Maintains complete and accurate medical records on all patients and completes accident and incident reports and other record keeping procedures as may be required.
4. Participates in Quality Assurance efforts as directed by the Quality Assurance Committee.
5. Coordinates all ancillary and support services in his/her area of responsibility including medical appointments, transportation, admissions, transfers or discharges and other support functions as may be appropriate.
6. Assist with all aspects of resident requirements in LAL including but not limited to providing direct care, setting up and serving all meals, Laundry and activities for residents.
7. Oversight of LNA, MNA and PCA.
8. Report resident status changes to RN or supervisor as needed or required by your scope of practice.
9. Obtain and maintain CPR certification per HHH policy.
10. Obtain RAT certification

Competencies

- Leadership
- Relational and Emotional Intelligence
- Resident focus / Resident Rights
- Emergency Procedures
- Interpersonal skills
- Outstanding customer service skills
- Organizational skills
- Collaboration and teamwork skills
- Communication proficiency
- Presentation Skills
- Discretion
- Ethical practice
- QAPI
- Strategic thinking skills
- Communication
- Dementia
- Compliance and ethics
- Safety
- Person Center Care
- Cultural Competency
- HIPAA
- Infection Control
- Behavioral Health
- Nursing Skills

Qualifications and Skills

- Graduate of an accredited school of nursing and currently licensed as a registered nurse or licensed practical nurse in the State of New Hampshire.
- CPR certification required.
- Must possess supervisory skills and the ability to work well with staff and department heads.
- Has the ability to organize, plan and direct nursing care, and care planning in AHT.
- Recent work experience in geriatrics preferred.
- Has a working knowledge of local, state and federal rules and regulations for long term care facilities.
- Must be computer literate.
- Required to be literate in AHT

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. Sight ability to read, write and comprehend instructions and doctors' notes. Hearing adequate to assess heart and lung sounds. Ability to learn computer skills necessary for documentation. Must have ability to regularly lift and/or move up to 35 pounds. Must have ability to reach with arms and hands, climb, balance, stoop, kneel, crouch or crawl. Assists residents in all movements, sitting, standing, and lying down. Must have total knee, hip, shoulder and back flexibility.