

Champaign County Job Description

Job Title: Restorative Care Coordinator

Department: Nursing Home

Reports to: Director of Nursing

FLSA Status: Exempt

Prepared Date: January, 2008

SUMMARY Manages the Restorative Therapy Department and leads the Resident Safety Program in concert with State and Federal regulations, Champaign County Nursing Home standards and the preferences of each Resident.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Plans, develops, organizes, implements, evaluates and directs restorative therapy services for up to 243 long-term care residents.

Educates facility staff in restorative therapy and its execution in a 24-hour per day operation.

Maintains complete and accurate records of therapy service assessments and services.

Coordinates restorative therapy services with therapy service provider to provide transitional services to facility residents.

Participates in the RAI (Resident Assessment Instrument) process as a representative of Restorative Therapy, compiles reports related to restorative therapy and resident safety.

Attends care plan conferences.

Plans, develops, organizes, implements, evaluates and directs the Resident Safety Program in accordance with the Illinois Department of Public Health regulations and facility standards.

Serves as the resident safety program coordinator, leading fall prevention, restraint reduction, and poly-pharmacy monitoring committees in accordance with State and Federal guidelines.

Prepares and presents regular reports on the Resident Safety Program; reports monthly to the Quality Assurance Committee. Educates facility staff, residents and families regarding resident safety.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES Directly supervises employees within the Restorative Therapy Department. May supervise additional employees as needed.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE Graduation from an accredited School of Nursing plus 3-5 years' experience as a long-term care nurse. Must be licensed as a Registered Nurse in the State of Illinois.

LANGUAGE SKILLS Must have the ability to communicate in English both orally and in writing so as to complete required documentation, and must respect the principles of Resident Rights, confidentiality, EEO and ADA. Extensive knowledge of the Minimum Data Set and Resident Assessment Protocol procedures and the Federal and State reimbursement requirements as well as a complete understanding of Medicaid and Medicare guidelines and criteria. Some computer experience is also preferred.

MATHEMATICAL SKILLS Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS Current license as Registered Nurse in the State of Illinois. Must also possess a Restorative Therapy Certification as required by the State of Illinois.

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. While performing the duties of this job, the employee is frequently required to talk or hear. The employee is required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; and smell. The employee is occasionally required to lift up to 50 pounds and to push or pull up to 150 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually quiet to moderate.