

Champaign County Job Description

Job Title: Unit Manager

Department: Nursing Home

Reports to: Director of Nursing

FLSA Status: Exempt

Prepared Date: January, 2006

SUMMARY Manages and assumes 24-hour responsibility and accountability for resident care on assigned unit. Manages the unit in accordance with policy and procedure, State and Federal regulations to promote high quality care and service.

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

Assumes 24-hour responsibility and accountability for resident care on assigned unit.

Ensures complete and prompt reporting of incidents with follow-up as necessary to Administrator and Director of Nursing.

May serve as clinical supervisor for CNA's in training class.

Meets with all 3 shifts at least once per month.

Actively participates in committee/programs as directed by Director of Nursing.

Participates in the development and implementation of new policies and procedures based on identified needs.

Serves as MDS (Minimum Data Set) coordinator for assigned unit and completes admissions MDS for each resident.

Oversees resident care to promote the highest level of physical, mental and psychosocial functioning possible for assigned unit.

Actively participates in the Quality Assurance process, including attendance at Quality Assurance meetings and submission of required reports.

Ensures that significant changes in resident condition are communicated to the physician, family or responsible party.

Makes daily rounds on unit to ensure resident care needs and environmental standards are met, this includes monitoring of dining room during meal times.

Works collaboratively with other members of the interdisciplinary care team to provide holistic care. Reviews clinical records for completeness and accuracy as necessary.

Monitors, tracks, evaluates and reports infections for the unit. Acts as a resource for nursing staff.

Reviews applications for admission to the unit with Director of Nursing and Admissions Director. Works collaboratively with Director of Nursing to identify and provide orientation and continuing education for unit staff members.

Attends and actively participates in nursing supervisory meetings.

Other duties as assigned.

SUPERVISORY RESPONSIBILITIES Responsible for the leadership of a care team in a single living area of up to 62 residents and 35 staff.

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 5-7 years of experience as a long-term care nurse; of which, a minimum of two years' supervisory experience in acute, sub-acute or long-term care. Must be licensed as a Registered Nurse in the State of Illinois. Must be proficient in the use of computer and programs utilized by the facility.

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.

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 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. Employee will be required to work weekends, holidays, evenings and nights as needed. The noise level in the work environment is usually quiet to moderate.