



Job Title:

Nurse

Reports to:

Director Of Nursing

Primary Purpose:

All licensed nurses will take a lead role in maintaining the well-being of our residents by providing for their personal health care needs. RNs and LPNs will monitor each resident, administer aid, and update health records, as well as provide basic care and assistance with daily living tasks.

Responsibilities and Duties:

- Supervise staff through appropriate assignment and delegation of duties, within resident census
- Properly monitor administration of resident medication and medication reorders
- Implement resident care plans in compliance with state guidelines and physician's orders
- Perform and supervise treatments
- Accurately and promptly transcribe physician orders, contacting physician with change of condition report
- Timely and accurate documentation of resident's charts. Complete Nursing assessments as required
- Participate in shift report
- Implement established nursing policy and procedures, educating support staff regarding care needs of residents
- Maintain a safe working environment, complying with infection control and body mechanic procedures
- Respond to need for staffing shortages by arranging for replacement staff
- Manage investigations for resident variances, contacting family, completing resident incident and variance reports
- Manage lab orders, lab results, contacting physician for follow-up orders

Required Skills and Qualifications:

- Social skills necessary for teamwork and management
- Customer service skills
- Good listening skills
- Detail oriented
- Excellent verbal and written communication skills
- Ability to organize workflow, respond to emergencies and note detail
- Must be patient and compassionate
- Must have desire and ability to work with the senior population
- Must have thorough knowledge of standard computer operations
- Must have active Indiana License in good standing

Work Environment

- Indoors in a well-lit and ventilated space
- Essential physical requirements such as standing, stooping, walking, bending, lifting

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Employee Signature

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Date