

# MASONIC VILLAGE

## POSITION DESCRIPTION

Position Title: Manager of Nursing Services – Personal Care FLSA Status: Exempt

Department: Personal Care

Supervisor Title: Personal Care Administrator

**I. POSITION OBJECTIVE**

Provides leadership to nursing personnel to ensure the care of residents is delivered in a safe, caring, timely and appropriate manner. Assure nursing staff demonstrates required level of competency to assist residents to maintain their highest level of functioning in the areas of physical, mental and psychosocial well-being. Oversees the continuous assessment of residents condition and care needs. Responsible for the hiring process of nursing personnel and ongoing leadership of employees via coaching and Performance Appraisal Conferences. Assigns and schedules employees and their work. Engages staff to eliminate boredom, hopelessness, loneliness and meet the individual needs of our residents.

**II. ORGANIZATIONAL COMPETENCIES**

**Serving Others**

* Listens to their customers to identify and clarify their needs.
* Works with leadership and co-workers to develop workable solutions that best fit the needs/wants presented by the customer.
* Maintains a beneficial working relationships with all of our customers through continued communication.
* \*Customer is defined as resident, families, co-workers and vendors.

**Teamwork**

* Exhibits teamwork through the ability and willingness to work and communicate with the members of the organization in achieving Masonic Villages’ goals.
* Provides support and resources to assist in the success of the team and how it interacts with other teams within the organization.
* Provides timely, constructive, and respectful feedback to the team and team goal(s).
* Assists co-workers in the completion of tasks.

**Trust and Respect**

* Exhibits actions and behaviors that are respectful toward creating an environment where all individuals are treated with compassion, dignity, and honesty.
* Relationships are built on treating others as we want ourselves to be treated. Exhibits an understanding and acceptance of cultural differences.
* Respect for co-workers in timely attendance, active engagement at meetings and following through on the completion of job duties or assignments.

**Personal Accountability**

* Engaged in the success of the organization through commitment to Masonic Villages Mission, Vision, and Values. Personally adheres to the Personnel Policy Handbook and the Code of Conduct of the Masonic Villages.
* Assists co-workers and others in following the established employment guidelines and policies of the Masonic Village.

**Personal Responsibility**

* Takes ownership of his/her actions and words.
* Models behavior that results in thoughtful decision making, critical thinking, and problem solving.
* Successfully completes assigned tasks and job duties, and if needed, requests guidance/assistance for tasks and job duties from leadership and co-workers.
* Willingly assists co-workers as they learn new tasks and job duties and will assist with the completion of a job or task that requires more than one person for completion.
* Is punctual to begin work at the designated start time of each shift and leaves work at the designated end time of each shift.
* Understands that consistent work attendance is required and avoids excessive absenteeism. Will follow Masonic Villages and/or departmental guidelines for attendance.

**III. ESSENTIAL FUNCTIONS/PROFESSIONAL COMPETENCIES**

Collaborates with Personal Care Administrator in the development of a comprehensive plan of Personal Care Services which are guided by the mission and goals of Masonic Village and the Pennsylvania Department of Human Services.

Collaborates with Personal Care Administrator in the development of the annual and capital budgets.

Collaborates with Personal Care Administrator and Human Resources personnel for recruitment of nursing staff, assists with interviews of candidates, 90 day orientation, timely completion and delivery of Performance Appraisal Conference (PAC) and implement corrective actions per Masonic Village Personnel Policy Handbook and Code of Conduct.

Accountable for assuring an appropriate staffing schedule and daily assignments to meet resident care needs and regulatory guidelines (DHS).

Assists with the development and implementation of education which focuses on geriatric practices, required PA Department of Human Services topics, staff competencies and development as well as culture change (Eden Alternative) training.

Reviews and investigates resident incident reports. Creates and implements action plan for improvement.

Develops, updates, monitors and ensures best practice standards for nursing practices pertinent to Personal Care services which address DHS regulations and Masonic Villages best practice standards.

Personal Care representative for Matrix Care, Infection Control and Interact Meetings.

Lead nursing staff meetings on all shifts.

Coordinates conducts and monitors completion of Documentation of Medical Evaluation, Level of Care Assessments and Resident Assessment Support Plan.

Participates in surveys conducted by authorized agencies. Assists with the development and implementation of the plan of correction.

Collaborates with Personal Care Administrator addressing complaints and grievances from residents, family/POA and employees.

Notifies provider and family of change in resident’s condition or hospitalization. Assists resident and family with interpreting and understanding changes or need for hospitalization.

Pronounces death in the absence of provider and make all appropriate notifications and documentation.

Leads and directs emergent situations. Interacts with hospital care manager during residents stay in hospital and reviews notes in Epic, HMC, etc.

Provides early wound assessment and initiates consult if needed. Assists wound team with assessment and treatment. Communicates plan of care to nursing personnel.

Completes required forms (MAS1, PASRR) for transfers of resident to Health Care Center. Provides required resident information to Nurse Manager of neighborhood where resident is moving.

Assume the role of the Med Tech Training for CNAs

**IV. KNOWLEDGE / EXPERIENCE REQUIREMENTS**

Graduate of a Practical Nursing program with five plus years of service as an LPN.

Current Licensure as a Licensed Practical Nurse by the Pennsylvania State Board of Nursing required.

Three years recent experience in a Personal Care environment which includes hiring and coaching staff to perform at a competent level of their assigned role.

Current knowledge of Pennsylvania Department of Human Services pertaining to personal care setting.

Excellent interpersonal skills required.

CPR certification required prior to or upon hire.

**VI. PHYSICAL JOB REQUIREMENTS**

**See Physical Job Requirements Checklist in Human Resources**

**VII. APPROVALS FOR POSITION DESCRIPTION**

\_Kirk S. Rakos\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (Please Print) Signature

Personal Care Administrator\_\_\_\_\_\_\_\_\_ 8/20/2021

Title Date

*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.*