

## **CLINICAL CARE COORDINATOR I**

**DISTINGUISHING FEATURES OF THE CLASS:** This is primarily a managerial position responsible for the clinical care of the residents and supervision of staff assigned to a unit on a 24-hour basis. Since the incumbent of this position is a Licensed Practical Nurse, direct supervision is received from a Clinical Care Coordinator, however, flexibility is allowed in making assignments to subordinates and for seeing that services are performed in accordance with professional nursing standards and facility policy/procedure. This position differs from that of a Clinical Care Coordinator II by virtue of the more limited scope of nursing duties. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Supervises activities of the units including resident care, ordering supplies, and record keeping;

Supervises and evaluates the work of Licensed Practical Nurses, Nursing Assistants and unit helpers in the care and treatment of residents;

Disciplines staff (excluding Registered Professional Nurses) in a timely and appropriate manner;

Makes rounds twice daily to check on residents, equipment, and restraints;

Identifies resident goals for consideration by RN for possible inclusion in residents plan of care.

Recommends any needed policy and procedures modifications or changes;

Assigns staff(excluding Registered Professional Nurses) duties and monitors work performance;

Makes rounds of nursing units, periodically and on all shifts, to discuss problems, ensure adherence to nursing policies, and provide information to residents and family members;

Assists in orienting family members to unit as well as the philosophy and goals of Willow Point Rehabilitation and Nursing Center;

Initiates referrals as necessary to meet resident and family needs (Social Services, Physician Assistant, Nurse Practitioner, Physician, Administration);

Provides counseling for staff in relation to job clarification, job performance, and personnel regulation;

Reviews tracking reports (accidents, incidents, etc.) and may initiate infection control forms;

Administers medications, immunizations and completes treatments;

**CLINICAL CARE COORDINATOR I-CONT'D.**

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Observes, measures, records and reports data relating to resident care and health;  
Identifies changes in residents' physical, medical, and psychological status and makes recommendations concerning care;  
Assists in managing the unit by monitoring the completion of paperwork; participating in the admission, discharge, and/or transfer process; and insuring the atmosphere is conducive to the needs of residents;  
Reports the condition of residents to incoming staff;  
Generates a variety of required records and reports;  
Provides coverage on the nursing unit as needed;

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of current professional nursing practices;  
Good knowledge of medical supplies, sanitation and personal hygiene;  
Skill in the application of current nursing procedures and techniques of resident care;  
Ability to recognize the needs and concerns of people and maintain positive working relationships in dealing with them;  
Ability to communicate effectively both orally and in writing;  
Ability to keep records and make reports;  
Dependability, resourcefulness, good observation skills, professionalism;  
Ability to plan and supervise the work of others;  
Organizational skills;  
Physical condition commensurate with the demands of the position.  
Thorough knowledge of modern principles and practices of nursing care administration;  
Good knowledge of medical supplies, sanitation and personal hygiene;

Ability to plan and coordinate nursing care for residents;  
Ability to supervise nursing personnel assigned to provide nursing care;  
Ability to explain and interpret findings and treatments to residents and families;  
Ability to communicate effectively both verbally and in writing;  
Ability to manage large volumes of records and reports related to the management of a nursing home unit;

Ability to secure the cooperation of others;  
Dependability, resourcefulness, good observation skills,  
and professionalism.

**MINIMUM QUALIFICATIONS:** Licensure to practice as a Licensed Practical Nurse in New York State and five years experience as a licensed practical nurse, two years of which are supervisory.

**NOTE:** Experience in an in-patient setting, including hospitals, extended care facilities, and nursing homes is acceptable. Nursing experience in an out-patient setting such as a doctor's office, group practice, or out-patient clinic is not acceptable.

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Competitive