

## **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 nursing administration, however, flexibility is allowed in making assignments to subordinates and for seeing that services are performed in accordance with professional nursing standards. Administrative supervision is exercised over Registered Professional Nurses, Licensed Practical Nurses, Nursing Assistants, and Unit Aides. 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:**

Coordinates 24-hour scheduling coverage for professional and non-professional staff in one or more units of the nursing Home, manages the unit 7 days a week;

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

Works closely with Admissions Coordinator to ensure proper level of care to meet resident needs;

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;

Ensures that nursing care cards are accurate and in place to meet individual resident needs;

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

Assists in providing family education and counseling as appropriate to the health care of residents, includes family members in nursing care conferences as appropriate;

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;

Conducts staff meetings with all shifts;

Evaluates resident status on a regular basis;

Generates a variety of required records and reports;

Participates in care planning and attends care planning conferences;

Coordinates assessments of residents, including the Minimum Data Set (MDS);

Participates in drug review;  
Prepares budget requests and justifications for supplies,  
equipment, and personnel;  
Monitors and controls expenditures for the unit;  
May supervise other than assigned units when necessary.

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

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