

3. Performs a variety of duties to achieve positive clinical outcomes, and resident, family and employee satisfaction as follows:
 - a. Performs rounds according to established schedule; documents resident progress, changes in condition, etc.
 - b. Evaluates resident's condition, gathers resident's data and analyzes obtained information to assist in the development of the resident care plan.
 - c. Provides routine and basic health care for all residents.
 - d. Performs resident treatments as prescribed by a physician.
 - e. Administers medications and treatments to residents; monitors administration of I.V. fluids, supplemental nourishments, and medications when ordered; I.V. certified nurses may initiate I.V. therapy.
 - f. Orders medication from the pharmacy; monitors self-administration of medication.
 - g. Maintains accountability for controlled substances per policy.
 - h. Responds to emergencies.
 - i. Communicates status of residents to incoming shift personnel; prepares 24-hour Nursing Report; transcribes and implements physician's orders.
 - j. Effectively communicates with residents and families.
 - k. Maintains residents' electronic health records; documents observations as necessary per each resident's health status and as mandated by federal and state requirements.
 - l. Reports and supports investigative protocols as it relates to staff or resident incidents and/or accidents in accordance with state and federal regulations.
 - m. Assists and encourages resident participation in activities.
 - n. Facilitates teamwork within the facility and throughout Diakon.
 - o. Positively influences the behavior of all team members.
 - p. Demonstrates the support of the facility's and Diakon's strategic direction and positively communicates that direction to nursing staff.
 - q. Maintains regular honest and ongoing communications with Director of Nursing and nursing leadership team.
 - r. Collaborates with DON on candidate interviews, hiring and orienting nursing assistant applicants.
 - s. Directs, organizes and supervises the nursing staff on the unit; disciplines staff when appropriate.
 - t. In collaboration with DON, develops and presents employee performance evaluations.
 - u. Coaches, educates and mentors nursing staff to enhance skill sets to achieve quality outcomes.
 - v. Participates in facility's quality assurance committee's initiatives and executes plans.
 - w. Effectively executes Fire and Disaster Plan.
4. Adheres to specific procedures and programs.
 - a. Insures an atmosphere which allows for the privacy, dignity, and well being of residents, patients, and clients in a safe, secure environment.
 - b. Follows standard precautions.
 - c. Maintains awareness of individual responsibilities under the established Health and Safety Program and Fire/Safety Disaster Plan.
 - d. Supports and participates in the organization's performance improvement initiatives.
5. Plans, directs, coordinates, controls, and leads the assigned area of responsibility and provides leadership to colleagues in a manner that is consistent with gracious service and hospitality and the mission of Diakon Lutheran Social Ministries, while complying with Diakon policy and regulatory requirements.
6. Complies with Diakon's policies and procedures, Diakon's Code of Conduct, Corporate Compliance Program including the reporting and educational requirements of the Program.
7. Complies with applicable federal, state and local laws, regulations and standards.
8. Coordinates specific work tasks with other personnel within the department as well as with other units and departments in order to ensure the smooth and efficient flow of information.
9. Reports pertinent information to the immediate supervisor as requested, or according to an established schedule; compiles information as necessary or as directed and provides data to appropriate personnel.

10. Provides excellent customer service by interacting and responding to needs/requests/issues of employees, families, contractors, colleague agencies, volunteers, visitors and or the general public.
11. Carries out work tasks utilizing ergonomic principles in a manner that maintains health and wellness and reduces injuries.
12. Maintains awareness of services offered by Diakon Lutheran Social Ministries; takes appropriate action to actively promote, support and communicate them to prospective clients, residents and families.
13. Attends and/or completes all mandatory in-service education programs.
14. Participates in meetings and on task forces, committees, etc., as assigned.

Ancillary Duties

1. Performs tasks which are supportive in nature to the essential functions of the job, but which may be altered or redesigned depending upon individual circumstances.

Equipment/Machines

1. Telephone
2. Current technology devices: Computer, kiosk, tablet, laptop, fax machine, photocopier, scanner, keyboard, printer, etc.
3. Various medical equipment

Job Description Acknowledgement

I acknowledge and understand that:

1. Receipt of the job description does not imply nor create a promise of employment, nor an employment contract of any kind. My employment is contingent upon acceptable job performance at all times.
2. The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations that would prevent me from performing these functions with or without reasonable accommodation. I further understand that it is my responsibility to inform my supervisor if at any time I am unable to perform these functions.
3. This job description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under his/her direction.
4. Job duties, tasks, work hours and work requirements may be changed at any time. I agree to follow the instructions and duties as directed by management.
5. Acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, rules and regulations.
6. I have read the above job description and fully understand the requirements set forth therein. I hereby accept the position and agree to abide by the requirements set forth.

Date

Employee's Signature

PRINT-Employee's Name

Date

Supervisor's Signature/Job Title

PRINT-Supervisor's Name