

## **SUNSET HOME JOB DESCRIPTION**

Department: Direct Care  
Position: Resident Care Coordinator - Exempt Position  
Supervisor: Administrator

**Every effort has been made to identify the essential functions of this position. However, this job description in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is an essential function of the position.**

### **Purpose of Job Position**

The primary purpose of your job position is to oversee resident care staff and ensure all resident medical records are in compliance with current federal, state, and local standards, guidelines, statutes, and regulations that govern assisted living facilities in the state of Maine as well as Sunset Home's policies and procedures to assure that the highest degree of quality care is provided to the residents at all times.

### **Specific Requirements**

Minimum requirements:

- Be at least 21 years of age;
- A current valid State of Maine certificate to practice as a Certified Nurse's Aide;
- A current valid State of Maine department approved Certified Residential Medication Aide;
- Have at least two years of work experience in the delivery of health and related services;
- Demonstrate organizational skills;
- Demonstrate genuine interest in working with the elderly and exhibits good human relation skills;
- Must have a valid Maine driver's license and safe driving record per insurance standards;
- Must be able to follow oral and written instructions;
- Must be able to read, write, speak, and understand the English language.

Satisfactory background checks included, but not limited to: C.N.A. Registry Verification, DHHS Unlicensed Assistive Personnel check, motor vehicle records, DHHS records search, Office of Inspector General, and criminal background check. Sunset Home will not hire nor retain in any capacity any person who may provide services to residents if that person has a record of any criminal conviction classified as A,B,C,D, or E within 10 years. Sunset Home further will not hire any person with a criminal conviction that includes abuse, neglect, exploitation, violence and/or sexual abuse against any victim.

In addition, Sunset Home requires proof of immunizations or documented immunity against Mumps, Measles, Rubella (MMR) and Varicella for employees born after 1956.

### **Essential Functions**

#### **Performance Requirements**

Communication and Cooperation

- Works in cooperation with and reports directly to the Administrator;
- Works cooperatively with Registered Nurse, Activities Coordinator, Dietary Coordinator and other staff members;
- Maintain a positive work environment;
- Consults and cooperates with the facility's pharmacy and dietary consultants when indicated;
- Participates in meetings, training's and conferences when attendance is mandated;

## **SUNSET HOME JOB DESCRIPTION**

- Read and understand Sunset Home policies and procedures manual;
- Adhere to and comply with the regulations governing the licensing and functioning of Sunset Home.

### **Functions and Expectations**

- Coordinate and implement the MDS/RCA process for all residents;
- Coordinate and implement resident Service Plans (Care Plans);
- Document in each residents medical record a resident specific monthly summary of the residents plan of care;
- Document in each residents medical record a MDS/RCA note when producing a MDS/RCA;
- Participate in Service Plan (Care Plan) meetings for each resident when developing a MDS/RCA;
- Assists the Administrator with the following:
  - Assessing and responding to resident needs (i.e., grief, changes, relationships, etc.) as identified on the resident's plan of care;
  - Assisting resident to adjust to facility, introducing and interpreting policies and procedures such as: fire/evacuation plan, dietary and mental medications provided by the home, and providing health-related information;
  - Works to ensure residents understanding and satisfaction with overall health care;
  - Pre-screening of all new applicants
- Communicates with residents regarding their medical appointments;
- Coordinate transports of residents to appointments;
- Coordinate weekly work schedule for the Direct Care Staff;
- Input, maintain and update data for all necessary resident information in the Hi-Tech computer system
- Be available by pager 24 hours regarding staffing coverage approval and staffing/resident emergencies;
- Coordinate the order of all medical supplies;
- Works with RN to schedule adequate in-services for CNA's so as to have CNA's remain in good standing with the CNA Registry;
- Oversees Direct Care Staff certification/re-certification needs;
- Works with RN to ensure quality of care;
- Educates staff regarding resident care and documentation;
- Participate in new staff orientation;
- Responsible for updating medical information provided by the nurse for the emergency book and Knox Box.;
- Maintain waiting list of potential new admissions;
- Assist Administrator in making calls for new admissions;
- Assist Administrator with interviewing potential new admissions;
- Work with new residents and family with admissions packet;
- Work with families to apply for Long Term Care Assistance;
- Maintain resident movement cards;
- Submit for Goold Assessment on new residents or residents needing higher level of care;
- Notify families when resident may need higher level of care;
- Meet with families about resident's declining health.

### **Environmental Safety**

- Maintain a high degree of personal cleanliness and conforms to good hygiene practice;
- Practice effective precautionary measures for infection control and prevention;
- Read and understand the facility's emergency procedures and acts in accordance with the policies;
- Read and understand the facility's fire/evacuation procedures and participates in drills;
- Recognizes and takes action in preventing potential and actual safety hazards;

## **SUNSET HOME JOB DESCRIPTION**

### **Working Conditions**

- Frequent standing and walking;
- May be subject to frequent interruptions, emotionally upset persons, injury from falls, burns, dust, odors, chemicals and exposure to infectious wastes and diseases, including, but not limited to, AIDS and Hepatitis-B;
- Works beyond normal duty hours, on weekends and in other positions when assigned or necessary;
- Is subject to callback during emergency conditions (i.e., severe weather, evacuations, post-disasters, etc.)

# SUNSET HOME JOB DESCRIPTION

## Essential Physical and Sensory Requirements

### Physical Requirement

Sitting	1-3 hours per day
Standing	3-7 hours per day
Walking	3-7 hours per day
Lifting	Over 30 lbs. with good body mechanics
Twisting	Moderate twisting: 121-480 twists per day (480 based upon 1 twist per minute)
Bending	Moderate bending: 121-480 bends per day (480 based upon 1 bend per minute)
Squat/Kneel	1-3 hours per day
Endurance	Moderate energy requirements (5-7 mets)
Wrist Position	Moderate deviation of wrist
Pinching	Moderate pinching: 121-480 pinches per day (480 based upon 1 pinch per minute)
Hand/Wrist Reps	Moderate hand/wrist reps: 961-2880 per day (2880 based upon 6 repetitions per minute)
Manual Dexterity	Gross dexterity with infrequent fine motor movement
Right Hand	36-60% of job cycle time
Left Hand	36-60% of job cycle time
Either Hand	36-60% of job cycle time
Both Hands	61-100% of job cycle time
Near Vision	Requires 20/40 near vision
Far Vision	Requires 20/40 far vision
Hearing	Requires hearing whispered voice at 8 feet (FAA class III)
Color Discrimination	Requires discriminating among red, green, and white
Visual Depth	Minimal depth perception required
Infections	Minimal exposure to infections
High Temperature	Work environment over 90 degrees Fahrenheit
Wetness	Occasional exposure to water or dampness
Slippery Surfaces	Occasional work on surfaces that are slippery 1-3 hours per day

### Environmental and Safety Factors

Noise	Slight- occasionally fairly loud sounds
Body Injuries	Slight- likelihood of significant traumatic injury
Toxic Conditions	Slight- likelihood of exposure
Work With Others	Great- association is frequent and comprises a major portion of the job
Pace of Work	Moderate- periods of incentive/based or machine/controlled pace
Role Ambiguity	Slight- rarely unclear what others expect of worker
Irregular Hours	Slight- hours occasionally exceed eight (8) and shifts occasionally change
Known Toxic Exposure	None

### Other

- Complete other duties assigned by the Administrator.

**SUNSET HOME  
JOB DESCRIPTION**

**Acknowledgment**

I have read this job description and fully understand the requirements set forth therein. I hereby accept the position of Resident Care Coordinator and agree to perform the identified essential functions in a safe manner and in accordance with Sunset Home's established procedures. I understand that as a result of my employment, I may be exposed to blood, body fluids, infectious diseases, air contaminants, and hazardous chemicals and that Sunset Home will provide me with instructions on how to prevent and control such exposure. I further understand that I may also be exposed to the Hepatitis B and AIDS viruses.

I further understand that my employment is at will and thereby understand that my employment can be terminated at will either by Sunset Home or me and that such termination can be made with or without notice.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Administrator

\_\_\_\_\_  
Date