



(2018-52)

**POSITION VACANCY ANNOUNCEMENT**  
**BELKNAP COUNTY**

<b><u>Position Title</u></b>	<b><u>Labor Grade</u></b>	<b><u>Starting Salary</u></b>	<b><u>Department/ Division</u></b>	<b><u>Posting Date</u></b>	<b><u>Work Shift</u></b>
RN	14	\$25.56 - \$35.42 + w/e differential	Nursing Home	10/18/18	40 hours 3-11

**SPECIAL INSTRUCTIONS:**

**Applications:** A County application is required and may be picked up during normal business hours or one may be downloaded from our website. Resumes are encouraged, but will not serve as a replacement for the required application. You can fill out the on-line application and save it to your hard drive. You must print it out, sign it and submit the application to: Deb Laflamme, Human Resources, 34 County Drive, Laconia, NH, 03246; Phone 603-729-1245. Position will remain open until filled, with interviews scheduled shortly after 10/25/18.

**GENERAL SUMMARY:**

Under the general supervision of the Unit Manager or Shift Supervisor, renders professional nursing care to patients within an assigned unit or area of the nursing home in support of medical care as prescribed by members of the Medical Staff and pursuant to objectives and policies of the Department of Nursing and within scope of practice under RSA 326-B as revised.

**ESSENTIAL JOB FUNCTIONS:\***

- ◆ Interprets existing policies and procedures to nursing assistants, restorative nursing assistants, residents, families and physicians.
- ◆ Supervises and evaluates all direct resident care and initiates corrective action as necessary.
- ◆ Obtains report from nurse he/she is relieving and record sufficient information to implement appropriate follow-up action as necessary.
- ◆ Utilizes principles of interpersonal relations in dealing with patients, families and other members of the health care team.
- ◆ Conducts resident rounds daily, reporting problems to nursing supervisor and initiates corrective action.
- ◆ Identifies safety hazards and initiates corrective action immediately.
- ◆ Identifies resident problems and emergency situations, and initiates immediate "life saving" measures in the absence of a physician.
- ◆ Participates in facility education programs.
- ◆ Follows staffing guidelines and makes nursing resident assignments according to qualifications of staff and characteristics of the resident population.
- ◆ Assumes responsibility for compliance with federal, state and local regulations within the assigned unit.
- ◆ Administers and documents medications and treatments per the physician's order and accurately records all care provided.
- ◆ Assesses, plans, implements and evaluates the daily nursing care of assigned residents. Establishes priorities for assessments and interventions. Documents and communicates assessment information appropriately.

- ◆ Documents resident care provided and resident's response or lack of response to care provided.
- ◆ Reports changes in residents' conditions to a physician, Director of Nursing and responsible party promptly and takes follow-up action as necessary.
- ◆ Follows facility admission and discharge/transfer procedures including documentation and communicates resident admission to other departments, physicians and ancillary service providers.
- ◆ Defines resident needs/problems, which are amenable to nursing intervention. Coordinates nursing intervention with medical plan of care.
- ◆ Assesses resident needs and initiates development of individualized plans of resident care. Reviews and revises resident care plans as necessary and as required by regulations.
- ◆ Provides direct resident care and gives instruction to nursing assistants related to resident care. Performs resident care activities in a manner, which maintains resident care.
- ◆ Prepares nursing assistants' assignments and explains all pertinent resident care.
- ◆ Plans for and/or provides information to residents and families relative to their condition, treatment plan and anticipated changes in life style, as well as information for health maintenance.
- ◆ Assists the physician in diagnostic or therapeutic procedures.
- ◆ Documents and updates resident care. Documents daily skilled notes as necessary.
- ◆ Monitors established performance standards of resident care and facility policies and procedures.
- ◆ Demonstrates consistent ability to identify problems, reports in an objective manner and take appropriate corrective action.
- ◆ Revises nursing plans of care as indicated to achieve desired outcomes.
- ◆ Identifies and studies nursing care problems and assists in the solution.
- ◆ Participates in orientation process for new nursing personnel.
- ◆ Assures implementation of quality assurance and infection control practices and assists in maintaining a safe environment for residents and staff.
- ◆ Follows, supervises and evaluates the implementation of the Resident's Rights. Follows facility safety policies and procedures at all times.

#### **OTHER DUTIES AND RESPONSIBILITIES:**

- ◆ Participates in resident care conferences.
- ◆ Performs other related duties as required.

#### **SKILLS/EXPERIENCE/TRAINING REQUIRED:**

- ◆ Duties require completion of a high school diploma, graduation from an accredited school of nursing and current licensure by the N.H. State Board of Nursing.
- ◆ Must possess sincere concern and interest for the geriatric patient.
- ◆ Must maintain current certification in CPR.
- ◆ Ability to personally obtain continuing education relating to the long-term care field of nursing.

#### **SUPERVISORY RESPONSIBILITY:**

- ◆ Supervises and evaluates job performance of LPN's and LNA's. Counsels nursing assistants and recommends disciplinary action, when necessary, to the Director of Nursing and/or Clinical Specialist. Participates in the employee evaluation process by providing information on the clinical performance of nursing assistants to the Director of Nursing and/or Clinical Specialist. Carries out supervisory responsibilities in accordance with Belknap County's policies and applicable laws.

## **WORKING CONDITIONS/PHYSICAL DEMANDS:**

- ◆ This position may be exposed indoor and outdoor environments, and may be subject to extreme variations of temperature, noise, odors, blood borne pathogens, physical, chemical and respiratory hazards.
- ◆ Balancing, crouching, grasping, pulling, pushing, lifting, reaching, repetitive movement and stooping are required.
- ◆ An individual in this position will be required to assist in transfer and lift or movement of residents in excess of 75 pounds.

*The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

**\*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

## **GENERAL PROVISIONS**

In the event the County determines applicants are equally qualified and a County Employee seeks by promotion to fill this vacancy, preference will be given to County Employee.

Position postings not carrying a specific closing date under Special Instructions may be closed without notice after five working days.

"An Equal Opportunity Employer"