

## **Nurse – Full-Time and Part-Time - 2<sup>nd</sup> shift**

### **SUMMARY:**

The primary purpose of the position is to provide nursing services to the residents as well as guide and support resident assistants and medication technicians with clinical services they provide to the residents. Serves as the on-site Home for the Aged supervisor in the absence of the Administrator.

### **ESSENTIAL FUNCTIONS:**

- Supervises resident assistants and medication technicians during shift to ensure proper care is provided to the Sisters.
- Hours include every other weekend and some holidays.
- Creates an environment that ensures the safety of residents, visitors, and employees. Follows protocols when an incident occurs.
- Conducts assessments as necessary to monitor health status, to determine health needs of each resident are met.
- Performs minor testing such as glucose checks and vital signs, as required prior to medication administration.
- Conducts quality checks and monitors the medication assistance program, reporting med errors.
- Follows appropriate protocols with the provision of nursing services as well as emergency response.
- Provides to and receives communication from the physician, pharmacy, and other health related service providers to ensure the health needs are effectively coordinated.
- Ensures laboratory services are ordered and results are reviewed in a timely manner.
- Assures appropriate documentation is completed as required.
- Works alongside staff, as needed, to ensure all goals are met.
- Informs resident assistants and medication technicians of any changes in condition and/or other health related information.
- Instructs resident assistants and medication technicians as appropriate to perform specific treatments or other health care services.
- Trains medication technicians on medication administration, as needed.
- Assumes resident assistant and medication technician job duties as needed.
- Assists in the development of service plans.
- Communicates regularly with the Administrator about matters affecting the operations and residents.
- Anticipates resident needs to redirect before challenging behavior occurs.
- Uses effective and innovative approaches to deal with challenging behaviors to diminish negative outcomes.
- May be on rotation to take calls to address resident needs outside normally scheduled hours.
- Must be able to verbally communicate with residents, staff and general public in a manner that is understandable and with dignity, compassion and respect.
- Must be able to safely perform the essential functions of the job with or without reasonable accommodation.
- Must be able to cope with the mental and emotional stress of the position.
- Reports needed maintenance repairs and other environmental concerns.

- Serves as liaison to food service, environmental services, and maintenance in the absence of the Administrator.
- Provides Administrator Supervisor Conversation Records with any employee concerns immediately following each shift.
- Collaborates with the Administrator on performance review and corrective action, according to the Grand Rapids Dominican policies.
- Assists with schedule management in the absence of the Staff Scheduler/Administrative Assistant.
- Assists Administrator with development, implementation, and updates to clinical policies and procedures.
- Maintains a work pace of steady to fast-paced at times, multi-tasks several times a day.
- Assists in the evacuation process in emergency situations.
- Performs CPR and basic first aid for residents.

**QUALIFICATIONS:**

- Minimum of a valid LPN License for State of Michigan
- Medication administration experience
- 1 year experience in long-term care, hospice care, or health care setting preferred.

**PHYSICAL REQUIREMENTS:**

- Lifts a minimum of 50 pounds to a minimum height of 3 feet as needed for transfers, with assistance by other staff and/or gait belt.
- Carries an average weight of 1-10 pounds, several times a day up to 50 feet.
- Pushes, pulls average weight of 10 – 250 pounds for a distance of 10 – 100 feet on carpet/tile as necessary for pushing food carts and wheelchair bound persons to several times a day.
- Pushes, pulls, moves, and/or carries a minimum of 50 pounds a minimum distance of 5-10 feet.
- Stands on carpet/tile up to 80% of the day.
- Sits 25% - 50% of the day.
- Walks on carpet/tile up to 75% of the day, up to 10-100 feet, occasionally 1-2 hours at a time, occasionally up to ½ mile at a time on pavement/sidewalk.
- Runs up to 100 yards on occasion in case of emergency.
- Reaches, bends, and squats several times an hour.
- Computer work 25% - 50% of the day.

Please apply through Indeed or by sending your resume to [humanresources@grdominicans.org](mailto:humanresources@grdominicans.org). You may also stop by 111 Lakeside Drive, NE, Grand Rapids, MI to complete an application.