

Maitri

Residential Care for People Living with AIDS

JOB DESCRIPTION

Job Title: Nursing Team Leader
Status: Full Time, Non-Exempt
Reports To: Nurse Manager
Direct Reports: None
Updated: **September 2014**
Salary Ranges: Minimum: \$22/hr. Maximum: \$28.23/hr.

General Duties: Under supervision of the Nurse Manager, the Nursing Team Leader supervises and makes assignments for the activities of the Certified Nursing Assistants. The Nursing Team Leader is also responsible for providing quality resident care, management of medications and coordination of resident care activities.

Essential Functions:

1. Coordinates and provides total resident care in conjunction with the RN Case Manager and patient physicians. Ensures that a safe environment exists for residents to receive optimal physical and emotional support.
2. Implements individualized care plans for each resident in collaboration with the RNCM.
3. Demonstrates knowledge of infection control techniques and universal precautions while assisting residents with personal hygiene, ADLs, exercise programs, and treatments as indicated in plan of care.
4. Assigns, supervises and coordinates CNA assignments during each assigned shift.
5. Applies nursing knowledge, skills and experience in observing, evaluation and assessing the condition of all residents during each assigned shift.
6. Accurately assesses and documents current resident status and care provided, including vital signs and symptoms which may indicate a change in condition, by the completion of each assigned shift. In consultation with the RN Case Manager or on-call RN, initiates timely interventions and alterations of care, as needed.
7. Maintains all resident information and files as confidential.
8. Responsible for activities related to medications, including administration, maintenance of records, receipt or orders from resident physicians, filing and keeping medications current during each assigned shift. LVN Team Leaders are to count and record narcotics at the beginning and end of each shift.
9. Manages resident care activities in the absence of on-site supervisor (evening, nights, weekends, holiday and at other times during the weekdays when on-site supervisor is not present). In the event of an emergency, the Nursing Team Leader coordinates actions with the on-call nurse and/or administrative back-up, which are available by phone.

10. Provides emotional and spiritual support to patients, their caregivers and friends in conjunction with other Maitri staff, including education about end-stage illness and the dying process. In the absence of the RN Case Manager or Social Worker, coordinates activities at the time of death, including notifying the family, friends and funeral home.
11. Ensures continuity of care by communication information about the current status of each patient to the next shift and to the Nursing Services Director/RN Case Manager.
12. Conducts regular supervisory meetings (group or individual) with CNA's.
13. Find replacement nursing staff when a nurse calls in sick and the Nursing Schedulers are either not at Maitri or at Maitri but not available to assist. This task entails contacting possible replacement staff by sending out a request in ReadySetWork for a replacement worker or/ and making phone calls as necessary. Once a replacement worker is found, any associated schedule change should be emailed to the schedulers, so that the schedule can be updated and be accurately reflected in ReadySetWork.

Other Job Functions:

1. Attend staff meetings and in-services regularly.
2. Maintains accurate inventory of durable medical equipment and supplies needed for all residents and submits supply requests to designated individual.
3. Provides direct patient care as appropriate when needed.
4. Participates actively in Quality Assurance programs.
5. Accepts and performs other related duties and responsibilities as required.
6. Participates in professional growth and development education programs.
7. Attends weekly case conferences and staff meetings while on shift.

Qualifications:

- High School Graduate or equivalent.
- LVN licensure in the State of California required.
- Minimum 1 year experience in medical setting preferred.

AMERICANS WITH DISABILITY SPECIFICATIONS

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: requires sitting, standing, walking, squatting, bending, waist twisting, kneeling, climbing stairs, reaching up to shoulder height, lifting/carrying/pushing/pulling up to 20 lbs., fine finger manipulation, gross manipulation, simple/power grasp, repetitive hand/arm use; exposure to latex; use of protective equipment, ability to walk one-quarter mile; ability to climb two flights of stairs, have adequate vision to describe contents of a room, client condition etc.

OSHA CATEGORY: This position performs tasks that involve exposure to blood, body fluids, or tissues. All employees must use Universal Precautions. Maitri will provide the appropriate Personal Protective Equipment. All employees are offered the opportunity to receive the Hepatitis B vaccination series.

Acknowledged:

Name

Signature

Date