

## **ANNE GRADY CORPORATION**

**JOB CLASSIFICATION:** Health Services Wing Coordinator

**DEPARTMENT:** Health Services

**TITLE OF POSITION:** RN Manager

**IMMEDIATE SUPERVISOR:** Director of Health Services

**NORMAL WORKING  
HOURS AND SCHEDULE:** As Assigned

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### **JOB DESCRIPTION AND WORKER CHARACTERISTICS**

**KNOWLEDGE, SKILLS, AND ABILITIES:** 1) Current Ohio license as a Registered Nurse; 2) Bachelor of Science in Nursing (BSN) preferred; 3) Minimum of one (1) year of supervisory experience preferred; 4) Three (3) years of nursing experience preferred; 5) Experience working with individuals with I/DD preferred; 6) Current CPR/First Aid training required; 7) Ability to meet deadlines; 8) Ability to prioritize work; 9) Knowledge of Medicaid regulations; 10) Ability to act as staff/wing nurse when needed; 11) Ability to push, pull, bend, sit, stand and stoop for extended periods of time; 12) Ability to regularly, intermittently and spontaneously lift, transfer, and reposition individuals; 13) Ability to lift 50 pounds.

### **POSITION RESPONSIBILITIES**

1. Coordinates and oversees all health services for individuals living on the assigned wing.
2. Coordinates and instruct courses in medication administration, BLS CPR, and additional staff trainings as assigned.
3. Participates in and prepares for Interdisciplinary Team meetings, physician rounds, health services consultations, and psychotropic medication reviews for individuals living on assigned wings as needed.
4. Advocates for services for individuals living on assigned wing.
5. Completes all necessary documentation and ensures the accuracy/completeness of all documentation.
6. Ensures timely implementation of physician orders and team directives related to health services as needed.
7. Ensures compliance with Licensure, Medicaid, and all other applicable regulations and requirements.
8. Supervises, evaluates, and disciplines all health services staff on assigned wing.
9. Promotes active treatment and normalization, dignity, independence, and autonomy for individuals served.
10. Replaces wing nurses on the unit as needed.
11. Works with health services wing coordinators in scheduling wing nurses center-wide to ensure complete coverage and continuity of care.
12. Participates in the assigned on-call responsibilities to include but not limited to weekends and holidays.

**Job Classification: RN Clinical Manager**

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- 13. May assist with Medication Administration, health-related activities, and training for certified staff as needed.
- 14. Acts as RN for clinical questions that require RN scope of practice in the absence of the Health Services Director or Designee.
- 15. Ensures that individuals are free from abuse and neglect to the extent possible and reports to a supervisor immediately knowledge of any situation that may infringe on or may have infringed on an individual's right to be free from abuse and neglect.
- 16. Exemplifies Corporation philosophy and follows all policies and procedures.
- 17. Performs other related responsibilities, activities, and duties as required.
- 18. Provides nursing services to all individuals as needed, including individuals receiving respite services.
- 19. Responsible for coordination of shift and building safety as assigned.

List of positions directly supervised.  
If more than eight, list totals only.

Wing Nurses

Form Pr-105  
Revised: 01/09/2024  
Revised : 12/6/2024

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Signature of Department Director      Date

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Signature of Employee      Date