

ANNE GRADY CORPORATION

JOB CLASSIFICATION: Health Services Wing Coordinator

DEPARTMENT: Health Services

TITLE OF POSITION: Health Services Wing Coordinator

IMMEDIATE SUPERVISOR: Director of Health Services

NORMAL WORKING

HOURS AND SCHEDULE: As Assigned

JOB DESCRIPTION AND WORKER CHARACTERISTICS

KNOWLEDGE, SKILLS, AND ABILITIES: 1) Current Ohio license as a Registered Nurse or Licensed Practical 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 MR/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 assigned wing.
2. Participates in and prepares for Interdisciplinary Team meetings, physician rounds, health services consultations and psychotropic medication reviews for individuals living on assigned wing.
3. Works cooperatively with Program Coordinators to ensure integrated service delivery.
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.
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, if RN. If LPN, gives input into evaluations and discipline for assigned wings.
9. Promotes active treatment and normalization, dignity, independence, and autonomy for individuals served.
10. Replaces wing nurses on the unit, as needed.

11. Cooperates with other health services wing coordinators in scheduling wing nurses Center-wide to ensure complete coverage and continuity of care, and weekend and holiday on-call duties as scheduled.

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12. Oversees Medication Administration and Health related activities for certified staff.
13. If LPN, works cooperatively with RN assigned to oversee/supervise nursing services and nursing care. If RN, oversees and supervises nursing services/care for assigned LPN Wing Coordinators.
14. 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.
15. Exemplifies Corporation philosophy and follows all policies and procedures.
16. Performs, related responsibilities, activities, and duties as required.
17. Provides nursing services to all individuals as needed including individuals receiving respite services.
18. Responsible for coordination of shift and building safety as assigned.

List of positions directly supervise.

If more than eight, list totals only.

Wing Nurses

Signature of Department Director Date

Form Pr-105

Revised: 11/8/00

Revised 04/10/01

Revised 03/12/02

Revised 08/26/02

Reviewed 02/24/03

Revised 10/12/05

Revised: 02/20/06

Revised: 11/14/06

Revised: 05/30/07

Revised: 09/23/08

Revised: 7/20/20

Signature of Employee Date