

## **HallKeen Assisted Living**

**Job Title:** Charge Nurse  
**Location:** Maple Ridge Memory Care Essex, VT 05452  
**Hours:** Saturday and Sunday 10:30am-7pm

### **Summary:**

The Charge Nurse is responsible for assisting the Director of Nursing with the overall implementation, delivery and coordination of Resident Care services at the Community. The nurse will recommend a plan of care for existing residents, coordinate the resident's care, and document resident files according to state regulations. Will also assist in monitoring the community's medication management program. Will have some staff supervisory responsibilities within Resident Care Department and act as Manager on Duty or on-call as assigned by the Director. This position ensures compliance with all applicable regulations and standards set forth by the State in which Community operates.

**Hours are Saturday and Sunday 10:30am-7pm**

### **Responsibilities:**

- Attend and participate in in-service education classes and staff meetings as scheduled
- Maintain CONFIDENTIALTY of all pertinent resident care information to assure resident rights are protected
- Assist the DON with the overall implementation, delivery and coordination of all Resident Care Services provided at the Community.
- Respond to Emergency Call Pendants and provide ADL support to residents when necessary to assist resident care staff.
- Assist in monitoring the medication management program.
- Maintain positive relations with residents, families, physicians and team members.
- Report any significant incidents and/or changes in the residents needs to the DON and Executive Director.
- Assist in the completion of resident assessments and services plans.
- Assist in the completion of monthly progress notes for each resident.
- Coordinate daily needs for residents with the Lead LNA on their shift.
- Passes medications as necessary
- Documents in resident charts as needed for all care changes or needs.
- Communication with MD offices, families, and other staff as changes occur.
- Assist in the training of assisted living staff and participate in orientation of new staff.

- Assist with ensuring compliance with all applicable regulations and standards set forth by the State in which the Community operates.
- Adhere to and carry out all Company policies and procedures.
- Report on-the-job injuries to a supervisor before the end of the day on the day an injury occurs.
- Establish and maintain constructive working relationships with coworkers, Residents/families, and visitors.
- Promote the community in a positive way
- Every 4<sup>th</sup> weekend On-Call for all nursing staff- Covers shifts as needed
- Promote teamwork in providing highest quality customer service to residents, families and visitors
- Always uses professional language when at work especially with families, staff, and outside vendors.
- May perform other duties as assigned.

**Other:**

- Registered Nurse/Licensed Practical Nurse with a current VT license in good standing with the State Licensing Authority in which the Community operates.
- One (1) year's experience minimum; experience in Assisted Living preferred.
- Flexible schedule/able to work alternating weekends.
- Ability to remain calm under stressful conditions
- Ability to communicate effectively with residents, families, staff, vendors and the general public.
- Must meet all health requirements, including TB, pass background checks and successfully complete all orientation requirements.
- Must have compassion for and desire to work with the elderly.

**Physical Demands**

- Physically able to move at least 50 lbs. without assistance.
- Physically able to bend, reach, and work in small areas.
- Physically able to push and pull equipment and furnishings.
- Physically able to stand and to work on hands and knees for long periods of time.

**If you are interested in applying or know someone to refer for the position please e-mail resume to [kmunzir@mapleridgessex.com](mailto:kmunzir@mapleridgessex.com)**