

## **HallKeen Assisted Living Community**

**Job Title:** Wellness Nurse / Weekend Coordinator  
**Location:** Heywood Wakefield Commons Gardner, MA 01440  
**Hours:** Part Time - Weekends

### **JOB DESCRIPTION**

Heywood Wakefield Commons a 78 unit assisted living community in Gardner MA is looking to add to our team of caring, dedicated individuals! We are accepting applications for Wellness Nurse / Weekend Coordinator to assist the Resident Service Manager with supervision of staff and provision of services to residents. Works every other weekend and occasional assessments during the week.

### **DUTIES AND RESPONSIBILITIES:**

Note: These are examples of work done in this classification and is not intended to be a list of all potential job assignments.

- Orients, trains, motivates, counsels, disciplines, and supervises Companions.
- Ensures staff compliance with facility policies, protocols, and safety measures.
- Monitors and ensures staff compliance with pertinent documentation.
- Monitors and ensures adequate staffing levels.
- Counsels residents and/or their families in meeting the resident's health care needs.
- Responds to the health needs of residents and notifies the appropriate person or agency of changes in condition or needs.
- Assists departmental compliance with facility safety and Quality Assurance Programs.
- Collaborates with members of the management team to ensure resident's needs are met.
- Performs all other duties as required, consistent with the education and skills required for this position.

### **SKILLS/ ABILITIES:**

- Ability to relate in a positive and professional way to a diverse resident and employee population.
- Demonstrated excellence in understanding and utilizing nursing assessment skills.
- Working knowledge of both office and medical equipment.
- Ability to be flexible and work in an environment that promotes teamwork and collaboration.
- Ability to maintain a high level of confidentiality regarding residents and employees.
- Demonstrated ability to set priorities, complete assignments in a timely manner while managing multiple duties and responsibilities.
- Demonstrated ability to be creative and have patience, high energy and resourcefulness in problem solving.

### **EDUCATION / LICENSURE**

- Valid state license as a Licensed Practical Nurse or Registered Nurse
- Eligible for CPR certification and ongoing recertification.

**If you are interested in applying or know someone to refer for the position please fax or e-mail resume to 978-632-8280 or [Tmcullen@hwcommons.com](mailto:Tmcullen@hwcommons.com)**