**RN Clinical Coordinator**

**Westminster Canterbury on Chesapeake Bay**

3100 Shore Drive Virginia Beach, VA 23451

**JOB DESCRIPTION**

The primary purpose of the Clinical Coordinator-RN position is to oversee, direct nursing care for the residents and to supervise the daily nursing activities on assigned units of The Hoy Center. In addition, the Clinical Coordinator’s is responsible for collecting, trending, analyzing and reporting data, represent the Director of Nursing when delegated to do so, and carry the company provided cell phone for on-call purposes. The Clinical Coordinator is empowered to supervise and evaluate personnel in order to provide optimum resident care and to maintain quality of service that will be in accordance with the standards set forth by nursing services, the care center and government requirements/regulations. In addition, the Clinical Coordinator observes and reviews work performance to determine conformance to recognized standards through evaluation of productivity, work efficiency, and standards of professional proficiency of all nursing personnel. This role has significant input in the hiring, counseling and termination and/or change in status of all nursing personnel. The Clinical Coordinator is responsible and held accountable for following Westminster-Canterbury’s’ mission and values while maintaining and living out our philosophy of person-centered care through our Light House Engagement Model. This position requires a leader that has initiative capable to function with little to no oversight and able to be flexible to fulfill other duties as assigned or deemed necessary.

**RESPONSIBILITIES**

* Supports and demonstrates practices consistent with the mission, philosophy, standards, policies and procedures of the Westminster-Canterbury community.
* Serves as House supervisor for the Hoy Center and acts as back up emergency nurse for emergent calls in Independent Living and Enhanced Services to include documentation of resident care interventions & provide direction/guidance to security and front desk.
* Delegates clinical and managerial responsibilities to nursing staff and allocates nursing staff as appropriate to residents needs and PPD Budget.
* Guides staff in implementing the 6 Beacons of the lighthouse engagement model. Identifies natural leaders in the Lighthouse and encourage them to be engaged with residents to bring more joy to their day.
* Responsible for timely documentation, follow up and completion of investigations for incidents/accidents and resident family concerns and grievances. Such incidents include but are not limited to: medication errors, pharmacy issues, facility reportable incidents, etc. Assists in problem resolution between staff, residents, families and visitors as identified through investigations.
* Acts as a communication hub between interdisciplinary team and floor staff with regards to announcements, initiatives and resident updates through attendance in assigned meetings. Collaborated cress departmentally as necessary.
* Assures clinical staff are implementing person centered care plans, performing care activities appropriately and recognize change in resident status by collaborating with families and participating in resident assessments and observations.
* Manages appropriate investigation and paperwork for employee injuries.
* Participates and assists in survey process in Health Care by regulatory agencies.
* Makes frequent rounds to assess staff performance and assure resident care needs are met in The Hoy Center.
* Complete daily clinical and environmental rounds to evaluate resident care and report significant events. Assures pharmaceuticals, equipment’s and supplies are available as needed.
* Communicates policies to the nursing personnel. Maintains standards of the facility and sees that all policies are enforced.

**QUALIFICATIONS**

* High School Diploma.
* At least two years of clinical and managerial experience in long-term care.
* Current R.N. licensure in good standing within the state of Virginia.
* Evidence of continuing education in gerontological nursing and or nursing administration in long-term care.
* Current CPR certification.
* Physical Requirements:
	+ Able to climb or descent 5 flights of stairs
	+ Able to stand or walk for a period of at least 4 hours
	+ Performs other duties incidental to the work described herein.

**BENEFITS**

* Health & Dental Available Day 1 for new employees!
* Dental Insurance
* Life Insurance
* Long-term Disability Insurance
* Medical Insurance
* Short-term Disability Insurance
* Employee Assistance Program
* Retirement Plan with employer match
* Paid Time Off (PTO)
* Employee Discounts
* Excellent Advancement Opportunities
* Scholarship Program for Employees/Family Members
* Tuition Assistance
* Six paid holidays
* Vision