

EMPLOYMENT OPPORTUNITIES

STODDARD BAPTIST NURSING HOME 1818 NEWTON STREET, NW, WASHINGTON, DC 20010

THE STODDARD BAPTIST NURSING HOME IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER WHO AGREES TO COMPLY WITH THE PROVISIONS OF TITLE VII OF THE CIVIL RIGHTS ACT OF 1964, SECTION 504 OF THE REHABILITATION ACT OF 1973, THE AGE DISCRIMINATION ACT OF 1975, AND THE DISTRICT OF COLUMBIA HUMAN RIGHTS ACT OF 1977 AND ALL REQUIREMENTS IMPOSED PURSUANT THERETO – TO THE END THAT NO PERSON SHALL, ON THE GROUNDS OF RACE, COLOR, NATIONAL ORIGIN, RELIGION, SEX, HANDICAP, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, SOURCE OF INCOME, PLACE OF RESIDENCE OR BUSINESS, IN ANY OF ITS POLICIES, PROCEDURES, OR PRACTICES SHOULD BE EXCLUDED FROM CONSIDERATION FOR EMPLOYMENT.

OPENING DATE: 09/15/2022 **CLOSING DATE:** UNTIL FILLED

POSITION: CLINICAL SERVICES COORDINATOR **DEPARTMENT:** NURSING

HOURS: 40 HOURS PER WEEK **STATUS:** FULL TIME

DUTIES AND RESPONSIBILITIES:

- Participates in developing, maintaining and update of written policies and procedures that govern the day-to-day operations of Nursing Services.
- Participate with the Interdisciplinary Care Team in discharge planning in accordance with facility policies, federal regulations, and nursing standards.
- Assist the Social Worker in coordination of discharge planning. This may include home visits.
- Participates in Medical Utilization Review process in providing pertinent clinical information such as skilled services and progress and need for revised clinical path or plan of care.
- Perform administrative duties such as completing medical forms for external agencies, CQI data collection, reports and evaluations.
- Make written and oral reports/recommendations to the Director of Nursing as required on a daily, weekly, bi-weekly, monthly, quarterly, or annual basis concerning nursing services operations and outcomes.
- Participate in CQI activities in monitoring quality indicators and improving resident outcomes.
- Develop methods for coordination clinical services with other resident services to ensure the continuity of the resident's total plan of care.
- Provide coverage of nursing services as assigned and as needed.
- Assist family members and significant others in understanding services provided and expected outcomes of care plan.
- Evaluate service areas for emergency preparedness and safety.

QUALIFICATIONS:

- Must be a graduate of an approved school of Nursing.
- Must have a current RN License in the District of Columbia.
- Must have a minimum of two years' experience in a long-term care facility, or other related health care facility.
- Must have knowledge demonstrative critical thinking skills.
- Must be able to read, write, speak, and understand the English language.

NOTE: INTERESTED PERSONS MAY SUBMIT RESUMES TO HUMAN RESOURCES DEPARTMENT. AT THE TIME OF THE SCHEDULED INTERVIEW, AN APPLICATION WILL BE REQUIRED.