

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

**OPENING DATE:** 2/14/2024

**CLOSING DATE:** UNTIL FILLED

**POSITION:** RN, RESIDENT CARE COORDINATOR    **DEPARTMENT:** NURSING

**HOURS:** 40 HOURS PER WEEK

**STATUS:** FULL TIME

**Duties and Responsibilities:**

- Manage day-to-day functions of the nursing activities of assigned areas in accordance with current rules, regulations, and guidelines that govern the long-term care facility.
- Participate in the developing, maintaining, and updating of written policies and procedures that govern the day-to-day functions of the Nursing Service Department.
- Ensure that the Nursing Service Procedures are followed by nursing service personnel and that they reflect the day-to-day nursing care procedures used by this facility and standards or practice.
- Perform administrative duties such as completing medical forms, reports, evaluations, studies, charting, interviewing, etc. as necessary.
- Provide supervisory coverage of clinical service areas as assigned, e.g., relief of evening or night supervisors as scheduled/needed.
- Participate in staff scheduling activities with the Staffing Coordinator and DON to maintain daily required staffing levels.
- Ensure that residents' rights and dignity are respected and always upheld.
- Create and maintain an atmosphere of warmth, personal interest, and positive emphasis, as well as a calm environment throughout the facility with internal and external customers.
- Review assignment sheets, narcotic records, emergency equipment, and previous day(s) twenty-four-hour nursing reports daily.
- Assist with daily activities of living, including personal hygiene, grooming, and dressing.
- Administer medications as prescribed by healthcare professionals.
- Maintain a clean and safe environment for residents.
- Collaborate with healthcare professionals, social workers, and other members of the care team to develop and implement individualized care plans.
- Provide emotional support and companionship to residents.

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**Qualifications:**

- Required Bachelor of Science degree in Nursing from an accredited college or university. Certification in Gerontological Nursing is preferred, medical-surgical, psychiatric-mental, and health nursing are acceptable.
- Current District of Columbia license.
- Must have a minimum of two (2) years of experience in a long-term care facility, hospital, or other related healthcare facility.
- Demonstrate value relative to nursing education, nursing research, and the further development of nursing theory.
- Demonstrate mastery of advanced knowledge and skills related to gerontologic nursing and clinical practice, organization management, and program design.
- One (1) year of previous supervisory skills.
- Must hold an RN license for two (2) years.