



TITLE: COMMUNITY NURSE MANAGER
STATUS: Exempt
SCHEDULE: Part Time; S-S Flexible hours
LOCATION: Parker at Monroe
REPORTS TO: Director of Nursing

Parker is a pioneer in the field of long-term care and aging services. We are among the first to embrace person-directed care, small home models, and changing the conversation around aging in America. Parker is a not-for-profit organization with a mission "to discover ways to make aging manageable, relatable, and enriching for all of society" and a vision to "make aging part of life."

The **Community Nurse Manager** under the direction of the Director of Nursing, has full responsibility to maintain the health, safety and wellbeing of Parker at Monroe Residents in accordance with the standard of care established at Parker and the requirements of the NJ Department of Health. Promotes residents health and well-being by developing day-to-day management and long-term planning of care; directing and developing staff; collaborating with physicians and multidisciplinary professional staffs to provide physical and psychological support for residents.

Fosters person-centered living by appreciating and engaging the talents of colleagues from various disciplines.

ESSENTIAL JOB FUNCTIONS:

The following statements reflect the general responsibilities and standards associated with the performance of this job. This description is not intended and shall not be interpreted as a comprehensive list of all tasks, duties, responsibilities, and skills required.

- Assumes full responsibility for Residents and Nursing Department in the absence of Director of Nursing

- Along with Director of Nursing, develop, maintain, and implement nursing policies and procedures that conform to standards of nursing practice and Parker philosophy while maintaining compliance with State and local regulations
- Provides leadership and guidance to clinical team members
- Ensures that nursing care is delivered in a manner consistent with Parker standards, this may include off shift observations
- Notifies Director of Nursing in the event of an emergency or any other situation believed to require immediate notification
- Maintains pro-active communication with the Director of Nursing, especially with regard to the safety and welfare of the Residents and staff
- Supervises activity of all nursing personnel
- Reviews Residents' charts and complete chart audits for accurate documentation and maintenance of medical records
- Responsible to assist the LPN, as needed or in an emergency, when the presence of an RN is not available
- Attends and participates in monthly staff meetings coordinating with the Director of Nursing
- Review monthly pharmacy consultant report with nurses and assure reports are completed
- Develop, revise and review Residents' care plans and participates in weekly multidiscipline care plan
- Prepared and ready to run care plan meetings in the absence of the MDS Coordinator.
- Assist the Director of Nursing in preparing quarterly report and bi-yearly pharmacy/IV/CQI/Infection Control reports
- Assist Neighborhood Guide with clinical concerns in conjunction with the Director of Nursing
- Liaison between nurses/pharmacy to assure medication are ordered correctly and delivered in a timely manner
- Maintain data/record on the following:
 - Tracking number of Residents discharged to ER/hospital
 - Infection control
 - Psychotropic medications
 - Monthly resident acuities
- Oversee the function of wound care resource. Educate clinical staff on wound care and skin tear protocols; perform weekly skin assessments on residents with wounds. Ensure wound care documentation by Neighborhood Nurse is accurate and correctly reflects the skin condition
- Assure the medication and specimen refrigerators are being logged by Neighborhood Nurses.
- Assist Director of Nursing in preparation for yearly State Survey by assuring nursing maintains accurate documentation, care plans, etc.

- Follow-up with physicians regarding late visits and keep Director of Nursing advised
- Work closely with Social Worker and Neighborhood Guide to resolve Resident and or Family issues
- Follow all policies and procedures; direct and enforce policies and procedures to Staff with regard to:
 - Preparation of incident reports
 - New admissions
 - Discharges
 - Expirations
 - Critically ill Residents or transfers to other medical facilities
 - Charts audits, medication audits
 - Residents Care Plan
 - Point-of-Care entry by CNAs
 - Daily AOD Reports/documentation
- Participate in the interviewing and selection process of applicants for clinical positions
- Provide supervision of new nursing personnel
- Coach and mentor staff
- Assist Director of Nursing with employee performance reviews
- Attend workshops and seminars
- Assure that all Residents are provided with correct diet/thickened liquid, etc.
- Assist the nurses with communication and or phone calls to physician and or families as needed
- Assumes responsibility of Neighborhood Nurse in the absence of registered/licensed nurse which includes passing medications, treatments, obtaining physician's orders
- Coverage as needed on other shifts when absolutely necessary to assure adequate staffing
- Complete pre-admission home visits
- Participate in Manager on Duty requirements with weekend rotations
- Ensure that medical and nursing care is administered in accordance with the Resident's wishes, including the implementation of advanced directives and POLST.

EDUCATION/TRAINING/EXPERIENCE

- Bachelor of Science in Nursing (BSN), preferred
- Current unencumbered active license to practice as a Registered Nurse in New Jersey.
- Minimum two (2) years of management/supervisory experience; nursing care facility or other related health care facility preferred.
- IV Certified, preferred
- CPR/AED Certified
- Proficiency in Microsoft Applications and working knowledge of Electronic Medical Records (EMR) software.

Parker is an employer of choice, with an **employee retention rate** of 94% - the highest retention rate in the long-term care field. Parker's mission includes **advancing learning opportunities** for nurses, other health care professionals and caregivers. Parker invests in building and sustaining organizational talent to develop a **high-performing team** of leaders and employees aligned to Parker's culture of quality care and service.

Eligible Parker's Superior Benefit Package : Full Time, (FT) - 40 hours per week, any shift Part Time Eligible (PTE) – 22.5 or more hours per week, any shift.

Parker Benefits:

- Competitive Compensation
- Bonus
- Paid Time Off (PTO)
- Fully Paid Pension Plan
- 403(b) Tax Shelter Annuity
- Tuition Reimbursement Program
- Excellent Medical, Dental, Vision and Prescription Plans
- Company Paid Life Insurance / Long Term Disability
- On site Health & Wellness Center
- On-site Day Care Center (River Road Campus)

Qualified candidates, please forward resume with salary requirements:

Email: resumes@parkerlife.org

<https://www.parkerlife.org/>