



Job Title: RN Manager
Job Type: Part Time
Reports To: Director of Nursing
FLSA Status: Exempt
Location: Parker at Landing Lane

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." With our tremendous growth, we are seeking a We currently have an Immediate Opening for a, **Part Time RN MANAGER**, on our Parker at Landing lane location in New Brunswick, NJ.

The Nurse Manager under the direction of the Director of Nursing/Residential Services, has full responsibility to maintain the health, safety and well-being of Parker Home Residents in accordance with the standard of care established at Parker and the requirements of the NJ Department of Health.

ESSENTIAL DUTIES:

The following statements reflect the general responsibilities and standards associated with the performance of this job. This description is not intended to be, 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 a Director of Nursing/ Residential Services;
- Assumes full responsibility for Employees in the absence of a more senior executive ;
- Ensures that nursing care is delivered with the highest quality consistent with Parker standards;
- Supervises and coordinates activity of all nursing personnel;
- Ensures continuity of nursing care as shifts change and adjusts/changes assignments and schedule coverage as necessary to provide 24/7 nursing coverage for all locations;
- Consults with physicians in assessing and planning Resident Care;

- Reviews Residents' charts and complete chart audits for accurate documentation and maintenance of medical records;
- Responsible to assist the LPN in Landing lane for assessment of Resident, as needed or in an emergency, when the presence of an RN is not available;
- Supervises and instructs Nursing Service personnel in the operation of resident care equipment (lifts, chairs, beds);
- Reviews neighborhoods routinely and frequently to ensure maximum quality of care of Residents, observing nursing care and ensuring that it is provided according to physician's orders and the policies of Parker and the Department of Health;
- Responds quickly and appropriately to emergencies involving the safety of Residents and Staff;
- Reviews monthly pharmacy consultant report with nurses and assure reports are completed;
- Develops, revises and reviews Residents' care plans and participates in weekly multidiscipline care plan;
- Notifies the Director of Nursing Services /Residential Services, and other Executives as appropriate in the event of any situation believed to require immediate attention;
- Maintains pro-active communication with the Director of Nursing/Residential Services, especially with regard to the safety and welfare of the Residents and staff, with particular concern for staffing issues;
- Notifies appropriate Department Heads when issues arise or family requests;
- Conducts monthly staff meetings in coordination with the Director of Nursing/ Residential Services,;
- Arranges for transportation of Resident van with the Maintenance Dept. in the absence of Director of Nursing/Residential Services, for scheduled rental of Parker van;
- Assists nurses with Resident transfer to hospital of to assure all procedures have been completed;
- Audits controlled medications;
- Back-up medication count daily on 3-11/11-7 shifts;
- Conducts care plan meetings in the absence of the MDS Coordinator;
- Assists the Director of Nursing/Residential Services in preparing quarterly reports and bi-yearly Pharmacy/IV/CQI/Infection Control reports;
- Acts as a liaison between the Director of Nursing/Residential Services with Residents/ Families/Staff to assure all nursing issues are resolved, in the absence of the Director of Nursing/Residential Services;
- Acts as a liaison between nurses/pharmacy to assure medication are ordered correctly in accordance with Parker's P&P and pharmacy policies;
- Maintain data/records on the following:
 - Tracking number of Residents discharged to ER/hospital,
 - Infection control,
 - Psychotropic medications,
 - Monthly resident acuities;
- Collaborates closely with other departments to assure special assignment events are completed;
- Assists the Education Department with the provision of attendance to In-services and seminars;
- Responsible for the maintenance of proper infection control precautions at all times;
- Maintains the log sheet for every shift and assists the Director of Nursing/Residential Services with ongoing reports to the Local Health Department, in the event of an outbreak of infection;
- Monitors and documents hand washing surveillance;
- Is an active member of the AOD Champion Team (EMR) – ensures that the mentors of AOD are available to attend AOD meetings; actively assists staff to provide coverage;
- Ensures that the computerized documentation of Resident Medical Records is completed on time with accuracy;
- Completes a 'to do' list power chart daily;
- Reviews the 24 hrs. nursing report daily;

EDUCATION/ TRAINING EXPERIENCE

- Graduated from accredited School of Nursing;
- Current licensure by NJ State Board of Nursing;
- IV Certified;
- CPR/AED Certified;
- Proficiency in Microsoft Applications & Electronic Health Record

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)

Job Type: Part-time

Qualified candidates, please forward resume with salary requirements:

Email: resumes@parkerlife.org

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