



GRACE MGMT INC.  
A CPF LIVING COMPANY

**JOB DESCRIPTION**  
**Grace Management, Inc.**

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**Position:** Village Program Nurse Manager

**Reports to:** Wellness Director

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**Summary of Duties**

The Village Program Nurse Manager (LPN preferred) serves as the clinical manager in charge for the Memory Care neighborhood (Village Program). As the clinical leader in Memory Care, the Village Program Nurse Manager coordinates resident care, designates tasks, and assignments to Resident Care Assistants (RCAs) and Medication Technicians (MTs) and monitors the overall functioning of the Memory Care neighborhood. They are responsible for resident clinical and care decisions in the absence of the Executive Director and Wellness Director. This position reports to the Wellness Director.

**Essential Functions**

- Keeps Village Program philosophy at the core of all planning and implementation of activities and care for the residents.
- Plans and delegates work assignments assuring effective shift coverage; Coordinates care by completing evaluations and care plans for the resident care associates and medication technicians to follow.
- Participates in and supervises the delivery of personal care to residents.
- In collaboration with the Village Program Coordinator, ensures the resident care associates and medication technicians are participating and leading Village Program resident activities as assigned.
- Maintains open communication with resident families, ensuring they are informed about the residents' condition.
- Ensures all residents' personal hygiene supplies are stored properly.
- Implements the service plans and collects data regarding the health status of memory care residents.
- Participate in resident care conferences and other community meetings as assigned.
- Acts as team leader memory care; Coaches and counsels resident care associates and medication technicians regarding care practices and standards; Follows proper disciplinary procedures if RCAs/MTs are not following policies and procedures; Writes coaching/counseling and disciplinary documentation, as reviewed by the Wellness Director and/or Executive Director.



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- Always maintains professional demeanor when interacting with residents and families.
- Uses tactful, diplomatic communication techniques in potentially sensitive or emotionally charged situations.
- Reports any suspected or witnessed instances of verbal, mental, or physical abuse to Wellness Director and takes appropriate action.
- Administers medications according to the physician order on the medication administration record (MAR).
- Documents medications administered on the MAR in accordance with company policy; Checks MARs immediately after administration and prior to end of shift to ensure documentation is complete and accurate.
- Conducts medication cart and chart audits.
- Conducts change of shift report with oncoming/outgoing shift personnel.
- Maintains security of medication cart and narcotic keys during entire shift; Conducts and ensures narcotic counts are being conducted at the beginning and end of every shift in accordance with company policies and procedures.
- Transcribes physician orders, reviews MAR's for accuracy, and notifies pharmacy of changes.
- Responds to emergencies in a prompt, calm manner.
- Must be willing work weekends and special events, outside of normal working hours when necessary.
- Will support the entire community clinical emergencies and evaluations when the Wellness Director is out of the community.
- Orients and assists with on-the-job training of new associates and participates in evaluation of knowledge, skills, and abilities of associates on his/her shift; Reports findings to Wellness Director.
- Monitors e-call system equipment to ensure proper working condition and caregiver response to e-call to assure timely assistance.
- Monitors and maintains resident charts; Reports significant changes in a resident's condition to the Wellness Director, physician and responsible party and documents in the resident's chart all observations, follow through and any new orders/instructions from the physician.
- Ensures the resident care associates and medication technicians are current with their e-learning and state required education.
- Understands and uses Centers for Disease Control and Prevention Standard Precautions, OSHA's Occupational Exposure to Bloodborne Pathogens, and other safety rules.
- Operates designated medical equipment, copy, scan, and fax machines and telephone.
- Documents and reports resident incidents as required by state regulations.
- Performs other duties as assigned by Wellness Director.



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### **Non-Essential Functions**

- Participates in and supports the Village Program activities program.
- Participates in all staff meetings and attends other meetings as required.
- Demonstrates an appreciation of the heritage, values and wisdom of the residents, and an understanding of the aging process.

### **Knowledge, Skills, Abilities, and Experience**

- Must be a licensed nurse in state where community is located and be a graduate of accredited school of nursing. LPN preferred.
- Minimum of two years nursing experience with supervisory experience required.
- Assisted Living and/or Memory Care experience, required.
- Demonstrates the ability to function as a team member in sharing responsibilities for the administration of resident services in cooperation with all members of the team.
- Ability to read, write, and speak in English.
- Be in good physical health and free of communicable diseases; Lifting, bending, and pushing medication cart about residence is required; Must be able to lift 40 pounds.
- Completion of drug testing and criminal background check upon hire and upon request of supervisor.