



**Lincoln Glen**  
A CARING COMMUNITY  
FOR SENIORS

2671 Plummer Ave., San Jose, CA 95125  
(408) 265-3222; Fax (408) 265-2839  
LGMANOR.ORG

## **EMPLOYMENT OPPORTUNITY – Registered Nurse**

**Status:** Full Time and Part Time Positions. Healthcare and matching retirement fund available. **New graduates welcome!**

**Classification:** Nonexempt

**Availability:** 4-2 schedule. This is a full-time position regularly requiring long hours and frequent weekend work.

**Reports to:**

Director of Nursing and/or Assistant Director of Nursing

**Summary/Objectives:**

The charge nurse position is responsible for performing a variety of duties to provide quality nursing care to residents and to coordinate total nursing care for residents; for implementing specific procedures and programs; for participating with the director of nursing in establishing specific goals; for determining work procedures and expediting work flow; for ensuring compliance with all operating policies and procedures and California Department of Health regulations and Federal Health Care Administration regulations; for communicating with and supervising appropriate personnel; for providing daily reports and other periodic reports; and for performing all the duties of a certified nursing assistant when required.

**Essential Functions:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Performs various duties to provide quality nursing care to residents to maintain or attain the highest practical level of functioning and to coordinate total nursing care for the residents as illustrated by the following:
  - a. Assesses residents and analyzes obtained information to develop appropriate interventions to prevent decline; records signs of change in condition; notifies appropriate staff per facility protocol to evaluate weight loss, decline in ambulation, development of skin breakdown and other changes; observes conditions that indicate possible need for restorative nursing programs and then notifies appropriate staff per facility protocol of the need for evaluation; informs the physician of changes in assessment when appropriate.
  - b. Administers medications and treatments to residents; monitors administration of intravenous fluids; places orders for medication with the pharmacy.

- c. Assesses residents on admission to develop interim care plan and further assesses in depth to contribute to the complete care plan. Updates care plans as warranted and required. Attends and participates at Plan of Care meetings as scheduled.
  - d. Responds to emergencies; assesses the condition of the resident; decides on the type of medical attention required; calls appropriate ambulance service if needed; notifies family when resident is transferred or admitted to the hospital; notifies the physician when a change in condition occurs.
  - e. Confers with residents and families; makes referrals to other departments when appropriate.
  - f. Maintains resident clinical files; keeps charts updated; documents.
  - g. Completes employee and resident incident report forms; completes follow-up investigation forms.
  - h. Makes rounds to see each resident daily and as needed.
  - i. Ensures that residents are aware of the services available to them; encourages residents to participate in activity programs and provides staff support to enable residents to get to and from activities and to participate in them.
  - j. Maintains accountability for controlled substances; inventories medications at the beginning and end of the shift with another licensed nurse; notifies supervisor of discrepancies.
  - k. Supports the facility's medical supply system; follows procedures for resident charge items.
  - l. Correlates accurate and complete documentation and its impact on reimbursement and federal regulations.
  - m. Communicates status of residents to incoming personnel according to established procedures; communicates with physicians; transcribes, clarifies and implements physicians' orders.
2. Supervises the certified nursing assistants and the unit clerk and determines work procedures; prepares work schedules, expedites workflow, evaluates counsels and disciplines.
  3. Ensures that certified nursing assistants, unit clerk and all supervised personnel adhere to standard job requirements.

**Competencies:**

1. Collaboration Skills.
2. Communication Proficiency.
3. Customer/Client Focus.
4. Ethical Conduct.

**Supervisory Responsibility:** This position supervises certified nursing assistants.

**Work Environment:**

This job operates in a skilled nursing facility environment. This role is routinely exposed to common health care conditions, smells, noises, chemicals and such. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift or move objects weighing up to 10 pounds and occasionally lift or move objects weighing up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Qualifications:**

**Education:**

1. High School Diploma or equivalent.
2. Graduate of an accredited school of nursing

**Experience:**

1. Skilled Nursing experience.

**Additional Eligibility Qualifications:**

1. State licensure.
2. IV certification
3. Current CPR card
4. Proficient reading, writing, grammar, and mathematics skills.
5. Proficient interpersonal relations and communicative skills.
6. Knowledge of drug interactions, side effects and incompatibilities.
7. Decision-making skills.
8. Proficient assessment skills.
9. Minimal typing skills.
10. Auditory and visual skills.
11. Ability to sit, stand, lift, bend, reach and push and pull items weighing 50 pounds or less.

**Work Authorization/Security Clearance (if applicable)**

1. Proof of permission to work in the US

**AAP/EEO Statement Non-Discrimination Policy**

Lincoln Glen does not discriminate and does not permit discrimination, including, but not limited to, bullying, abuse, or harassment, on the basis of actual or perceived sexual orientation, gender identity, gender expression, or HIV status, or based on association with another individual on account of that individual's actual or perceived sexual orientation, gender identity, gender expression, or HIV status. You may file a complaint with the Office of the

State Long-Term Care Ombudsman if you believe that you have experienced this kind of discrimination.

State of California: Long-term Care Ombudsman Program Contact information:

<http://www.aging.ca.gov/programs/ltcop/> The State CRISIS Line number – 1 (800) 231-4024 This CRISISline is available to take calls and refer complaints 24 hours a day, 7 days a week.

### Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.