

# BLACKFEET CARE CENTER

## JOB DESCRIPTION

**JOB TITLE:** Charge Nurse (RN/LPN)  
**DEPARTMENT:** Nursing Department  
**POSITION TYPE:** Day Shift Permanent  
**SUPERVISOR:** Director of Nursing  
**SALARY RANGE:** This position is salaried to be evenly dispersed between 26 pay periods.

RN \$32.53 per hour

LPN \$30.45 per hour

### JOB PURPOSE

The purpose of Charge Nurse of the Blackfeet Care Center is to provide excellent clinical leadership skills to oversee various shifts within nursing care services, under the direction of the Director of Nursing. The Charge Nurse is required to be a hands-on nurse as well as manages their assigned shift. The incumbent will be required to provide nursing care for residents with conditions ranging from a fracture to Alzheimer's disease although the incumbent will spend at least half of their time on administrative and supervisory tasks. The Charge Nurse is responsible in assisting in assessing the residents' health condition; develops and/or carries out treatment plans; and supervises registered nurses, licensed practical nurses and nursing aides as well as interact with other facility departments.

### RESPONSIBILITIES

#### Major Duties:

- The Charge Nurse must be familiar with Long Term Care regulations,
- Must be knowledgeable of the long-term-care policies, procedures and regulations,
- Manages and is responsible for the actions and behavior of the Nursing Services staff in regards to their shift,
- Assesses, plans and provides comprehensive medical care to individual geriatric, adult and adolescent residents of the facility,
- Works closely with the medical officer and/or private physician and Director of Nursing to assess, plan and administers the resident's individual care program,
- Collaborates with other health care professionals to develop treatment protocols,
- Maintains a complete health and developmental history for the resident,
- Provides emergency treatment and initiates emergency life saving measures as appropriate, i.e., cardiac arrest, shock, hemorrhage, etc.
- Promotes responsible behavior and implements plans to further enhance resident/family understanding of the residents medical problems,

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- Participates in ongoing quality improvement activities, including chart reviews, development of review criteria, development of plans for improving nursing staff performance and evaluation, and
- Serves as a consultant and provides technical assistance to other health care providers and staff within the facility,
- Perform other duties; as assigned

### MINIMUM QUALIFICATIONS

Education: Nursing degree from an accredited nursing school.

Licensing: Must have a current Registered Nursing license / Licensed Practical Nurse License and be in good standing in the state of Montana

### PHYSICAL DEMANDS

The incumbent will be required as part of their daily activities to push, pull, possess bimanual dexterity, lift, possess visual and hearing acuity, touch sensitivity and be able to communicate effectively.

### SKILLS REQUIRED

- Must have strong leadership skills to direct the work of employees,
- Possess superb organizational, time management and multi-tasking skills,
- Knowledge of Occupational Health & Safety practices, principles and legislation,
- Excellent oral and written communication skills are essential,
- Knowledge of health hazards and appropriate safety precautions, and
- Customer-focused with high emphasis on building and maintaining relationships with residents, their families, other departments and the general public.

### PHYSICAL DEMANDS

The incumbent will be working in a direct care and office environment and must be able to lift approximately 40-60 lbs., twist, turn, stoop and bend within the health care setting.

### HEALTH REQUIRMENT

The incumbent must produce a current immunization record that demonstrates a negative PPD test.

### SPECIAL REQUIRMENTS

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The Blackfeet Care Center is a drug and alcohol free facility and it will not be tolerated and will result in immediate dismissal. The incumbent will be required to submit to a random drug test. A refusal to submit to a drug test will result in immediate dismissal.

The incumbent must demonstrate knowledge of resident rights.

Persons found guilty of abusing, neglecting or mistreating individuals in a health care setting are ineligible for employment at this facility.

### CONFIDENTIALITY

Blackfeet Care Center business and resident confidentiality are serious matters and as part of your employment you will be privy to confidential information. Resident confidentiality is of the utmost importance. If you breach resident confidentiality, you can be fined, criminally charged, immediately be terminated from your position and even sent to prison as well as being sued by the resident or their families.

HIPAA Privacy Rules, state codes and Blackfeet Care Center policy apply in regards to resident and business confidentiality.

### JOB EVALUATION

The incumbent will be evaluated annually on the specific activities and responsibilities as outlined in this job description.

### EMPLOYEE AGREEMENT

It is understood by signing this job description it constitutes a contract between an employer and employee and specifies my obligation to my employer. The employee's job duties and confidentiality obligations as described will be the basis for the employee's annual performance evaluation.

Employee: \_\_\_\_\_ Date \_\_\_\_\_