

### Buford

1	Wound Care RN
1	RN Unit Manager
1	ADON (Assistant Director of Nursing)
2	7a-7p RNs
10	Certified Nursing Assistants
9	Licensed Practical Nurse

### Gainesville

5	7a-7p RNs
3	7p-7a RNs
1	Unit Manager
1	Weekend Supervisor
1	ADON (Assistant Director of Nursing)
1	Infection Preventionist
10	Certified Nursing Assistants
9	Licensed Practical Nurse

### Greenville, GA

10	Certified Nursing Assistants
6	Licensed Practical Nurse

## **RN Unit Manager Sign on Bonus Potential!**

### Description

#### **JOB PURPOSE:**

The Registered Nurse Unit Manager is responsible for delegating responsibility and accountability for the provision of resident care according to professional standards of nursing practice in compliance with state and federal laws and regulations. This position also implements nursing policies and procedures that reflect center mission and philosophy. The RN Unit Manager conducts education, infection control, quality assurance and admission screening functions as assigned and utilizes resources in an efficient and economic manner to ensure that each resident achieves the highest practicable physical, mental and psycho social well-being.

#### **KEY RESPONSIBILITIES:**

1. Develop and foster an environment that creates and enhances a team approach.

2. Check twenty four hour physician orders to ensure all documentation is complete and responsible parties have been notified.
3. Assure pain is assessed on all new admissions and at least quarterly (schedule assessments with the ARD date).
4. Assure "falls" assessments are completed on admissions and at least quarterly (schedule assessments with ARD date).
5. Assure restraint assessments and restraints reductions are documented as needed for each resident. (schedule assessments with ARD).
6. Assure water pitcher sanitation rotation is completed per dietary department schedule. Train staff and monitor wheelchair, Geri-chair, merry walker, etc. for proper storage when not in use.
7. Train staff and monitor location of linen/trash barrels (must be moved q 10-15 minutes) when on the halls. Ensure proper storage when not in use.
8. Train and monitor proper request for supplies.
9. Train staff on the importance of utilizing supplies only for patients to whom they were charged. . Check rooms for resident's names on the supplies when making rounds.
10. Direct and monitor patient care, monitor residents, and resident's rooms for cleanliness and tidiness.
11. Ensure chemicals, sharps, and any unsafe items are removed from the resident's rooms.
12. Ensure all liquids are labeled and dated when opened. (ex. Insulin, saline, etc.) Check for expiration dates and discard as appropriate.
13. Train staff and monitor medication carts to ensure they remain locked when out of the medication room and unattended.
14. Assist the infection control nurse in maintaining an infection free environment (check to assure, items such as urine graduates are labeled, rinsed and turned upside down on a paper towel on the back of the toilet) hats, bedpans, wash basins, and urinals are properly rinsed after use.
15. Assist restorative nursing in maintaining an ongoing bowel and bladder program (perform random checks to ensure all residents are being toileted as able and all residents remain clean and dry).
16. Review the restorative program with the Restorative CNA responsible for completing weekly Restorative Notes.
17. Maintain and control staff schedules and assignments. Keep Director of Health Services (DHS), CCC and Human Resources informed of any and all vacancies.
18. Coordinate daily with the DHS to provide communication and stability to each wing/unit. Attend and contribute to care plan meetings when the care plan meeting involves a resident from the Unit Manager's Wing.
19. Complete Random checks of medication room refrigerators, emergency box, etc. for expiration dates.
20. Ensure that partners do not have food in the medication room refrigerator, or the nourishment room refrigerator.
21. Assist Infection Control in checking the nourishment room refrigerator to ensure all items are dated and that dates are within range/in date per policy. Discard all unlabeled food items and/or expired food items.
22. Keep DHS informed of any controlled drugs to be ordered. Attend the morning meetings and contribute information as need to the team.
23. Any other duties as determined by supervisor.
24. Implement partner relations practices necessary to establish a positive employer-partner relationship and promote a high level of partner morale.
25. Keep supervisor informed of daily activities, and issues. Propose solutions to issues as appropriate.
26. Must be able to promote and foster positive relationships with co-workers; maintain effective relationships with management staff, other partners, and the general public. Must have timely, regular attendance.
27. Follow all company policies and procedures, state and federal laws and regulations, and is required to report violations to the appropriate supervisor.

28. Carry out all duties with a "Commitment to Caring" and in accordance with the company's mission, vision, and philosophy.
29. Maintain confidentiality of company information. Demonstrate honesty and integrity at all times.
30. Able to respond to change productively and handle additional projects as assigned.

#### Qualifications

#### **MINIMUM EDUCATION REQUIRED:**

Nursing Degree from an accredited college or university, or is a graduate of an accredited/approved RN program.

#### **MINIMUM EXPERIENCE REQUIRED:**

One (1) year experience in long term care setting.

#### **MINIMUM LICENSURE/CERTIFICATION REQUIRED BY LAW:**

Current and unrestricted Registered Nurse (RN) licensure in state of practice.

#### **ADDITIONAL QUALIFICATIONS: (Preferred qualifications)**

Nursing service administration experience preferred.

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## **RN 7a-7p Sign on Bonus Potential!**

#### **Description**

#### **JOB PURPOSE:**

Delegated responsibility and accountability for the provision of resident care according to professional standards of nursing practice in compliance with state and federal laws and regulations. Implements nursing policies and procedures that reflect facility mission and philosophy. Conducts education, infection control, quality assurance and admission screening functions as assigned. Utilizes resources in as efficient and economic manner to ensure that each resident achieves the highest practicable physical, mental and psychosocial well-being.

#### **KEY RESPONSIBILITIES:**

1. Provides care ensuring patient/resident safety
2. Develops and maintains nursing policies and procedures that reflect current standards of nursing practice and facility philosophy of care consistent with state and federal laws and regulations and communicates to the nursing staff

3. Establishes and implements infection control program designed to provide a safe, sanitary and comfortable environment and to prevent the development and transmission of disease and infection.
4. Conducts staff training and monitors performance particularly for proper hand washing, isolation techniques and universal precautions.
5. Develops and directs facility orientation and training for new partners including general orientation, facility policies, procedures, philosophy of care and regulations that govern long term care.
6. Develops and conducts in-service education programs for facility staff consistent with staff needs and in compliance with state and federal regulations.
7. Includes training for individuals providing nursing or nursing related services to residents with cognitive impairments, infection control, workplace safety issues, state law concerning advance directives and health care proxies, long-term survey training, safe medical device reporting requirements.
8. Screens prospective admissions for level of care, anticipated needs and length of stay, presence of mental illness or mental retardation as required by federal regulations
9. Audits clinical records for accuracy and completeness of comprehensive resident assessments, effective documentation reflecting resident responses to interventions and consistent implementation of plan of care by all staff and professionals, on all shifts
10. Takes immediate action to resolve staffing shortages as directed and notifies Director of Health Services in insufficient staff to meet resident needs
11. Supervises Certified Nurse Assistants
12. Gathers and analyzes facts, assesses situations, develops and implements appropriate actions to investigate, to notify appropriate parties, to resolve issues and to record facts properly, keeps Director of Health Services informed of findings and results.
13. Conducts quality assessment and assurance activities, including regulatory compliance rounds, in all departments to monitor performance and to continuously improve quality.
14. Develops program to gather and analyze data for trends and to institute actions to resolve problems promptly and evaluates effectiveness of actions.
15. Reports findings and makes recommendations to Quality Assessment and Assurance Committee.

## **Qualifications**

### **MINIMUM EDUCATION REQUIRED:**

Nursing Degree from an accredited college or university or is a graduate of an accredited/approved RN program.

### **MINIMUM EXPERIENCE REQUIRED:**

One (1) year professional nursing experience in long term care setting.

**MINIMUM LICENSURE/CERTIFICATION REQUIRED BY LAW:**

Current, active and unrestricted Registered Nurse (RN) licensure in state of practice.

**ADDITIONAL QUALIFICATIONS:** (Preferred qualifications)

Nursing service administration or supervision experience preferred.

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**Assistant Director of Nursing ADON**

**Description**

**JOB PURPOSE:**

Assist the Director of Health Services in planning, organizing, developing and directing the day- to-day functions of the Nursing Services Department in accordance with current federal, state, and local regulations governing our center, and as may be directed by the Administrator, the Medical Director, and/or the Director of Health Services to provide appropriate care.

**KEY RESPONSIBILITIES:**

1. Functions in leadership capacity in the absence of the DHS.
2. Develops, maintain and control staff schedules and assignments while adhering to budgeted PPD and staffing. Notifies the DHS of insufficient staffing to meet patient's needs. Takes immediate action to resolve staffing shortage as directed.
3. Coordinate daily with the DHS to provide communication and stability to each wing/unit. Attend and contribute to care plan meetings when the care plan meeting involves a resident from the

Unit Manager's Wing.

4. Must be able to promote and foster positive relationships with co-workers; maintain effective relationships with management staff, other partners, and the general public. Must have timely,

regular attendance.

5. Implement partner relations practices necessary to establish a positive employer-partner relationship and promote a high level of partner morale and fosters an environment that creates and enhances teamwork.

6. Follow all company policies and procedures, state and federal laws and regulations, and is required to report violations to the appropriate supervisor.

7. Carry out all duties with a "Commitment to Caring" and in accordance with the company's mission, vision, and philosophy.

8. Maintain confidentiality of company information. Demonstrate honesty and integrity at all times.

9. Able to respond to change productively and handle additional projects as assigned.

10. Able to carry out the duties and responsibilities of the position (with or without reasonable accommodation) without posing specific or current risk of substantial harm to the health and safety of self and others.

11. Conduct quality assessment and assurance activities, including regulatory compliance rounds, in all departments to monitor performance and to continuously improve quality. Develop and maintain a program to gather and analyze data for trends and to institute actions to resolve problems promptly.

Evaluate the effectiveness of the action to resolve identified trends and problems.

12. Report and make recommendations to Quality Assessment and Assurance Committee.

13. Assist Director of Health Services with preparation for long term care survey. Actively participate in long term care survey process by instructing staff in matters of conduct and disclosure, maintaining a presence at all times surveyors are on-site and directing the timely collection of information required by the survey team. Communicate concerns identified during the survey process with the DHS and Administrator.

14. Maintain current skills and knowledge through continuing education. Apply information to job responsibilities. Attend education to maintain current skills and increase clinical skills.

15. Audit clinical records for accuracy and completeness of comprehensive resident assessments, effective documentation reflecting resident responses to interventions and consistent implementation of plan of care by all staff and professionals, on all shifts.

16. Supervise floor staff including licensed nurses and certified nursing assistants.

17. Communicates with Physicians and physician extenders related to patient needs.

18. Attend meetings as directed to include but not limited to care plans, case mix and at-risk meetings.

19. Handles family/resident complaints and concerns per company policy

20. Conducts interviews with new nursing partners. Also, assist with nursing partner evaluations and disciplinary actions.

#### **KNOWLEDGE, SKILLS, ABILITIES:**

- Participate in center/agency surveys (Licensure / JCAHO) and any subsequently required reports.
- Attend and participate in continuing educational programs to keep abreast of changes in your field as well as to maintain current license/certification, as required.
- Attend and participate in mandatory in-services.
- Honor patients/residents' rights to fair and equitable treatment, self-determination, individuality, privacy, property and civil rights, including the right to wage complaints.
- Comply with corporate compliance program.
- Report job-related functions/tasks that involve occupational hazards including exposure to blood and body fluids and others as necessary.
- Follow established safety regulations, to include fire protection & prevention, smoking regulations, infection control, etc.
- Follow established safety procedures when performing tasks and/or working with equipment.
- Perform other related duties as necessary and as directed by supervisor.
- Customer service oriented.

- Able to relate to the ill, disabled, elderly, emotionally upset and at times with hostile people. Must be able to cope with the mental and emotional stress of this position. Must possess the ability to make decisions when circumstances warrant such action in a timely fashion. Must possess the ability to plan, organize, develop, implement and interpret the safety programs, goals objectives, policies and procedures.

## **Qualifications**

### **MINIMUM EDUCATION REQUIRED:**

Nursing Degree from an accredited college or university, or is a graduate of an accredited/approved

RN program.

### **MINIMUM EXPERIENCE REQUIRED:**

Three years professional nursing experience in long term care setting preferred. Previous experience in quality assurance, education/PI preferred.

Must have basic working know of a computer (i.e. Microsoft Office Suite)

### **MINIMUM LICENSURE/CERTIFICATION REQUIRED BY LAW:**

Current, active and unrestricted Registered Nurse (RN) licensure in state of practice.

### **ADDITIONAL QUALIFICATIONS:** (Preferred qualifications)

Three years professional nursing experience in long term care setting preferred. Previous experience in quality assurance, education/PI preferred.

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## **Licensed Practical Nurse LPN**

### **Description**

**\$2,500 Sign-On Bonus!**

### **JOB PURPOSE:**

Directs nursing care for the patients, and supervises the day-to-day nursing activities performed by assigned staff. Such supervision should be in accordance with federal, state, and local and regulations governing the nursing center. Also, as directed by the Administrator, the Medical Director, RN Charge Nurse and/or the Director of Health Services, to ensure the appropriate care for patients is provided.

**KEY RESPONSIBILITIES:**

1. Provides care ensuring patient/resident safety
2. Supervises Certified Nurse Assistants, directs work and makes appropriate assignments, participates in the corrective action process
3. Completes documentation procedures on patients (appropriate use of forms, timelines, and Medicare documentation etc.)
4. Assists the Director of Health Services to coordinate the care planning/MDS process and committee meetings as necessary.
5. Assists the Director of Health Services in follow-up on consultant recommendations i.e., pharmacy, dietary, etc.
6. Assists the Director of Health Services to monitor physician services (documentation and visits etc.) in accordance with current regulations.
7. Knowledge of procedures and ability to determine Advance Directive status for patients.
8. Responsible for ensuring "Tenet Time" is presented and discussed with all partners prior to and following all shifts.
9. Communicates well with patients/residents/clients and family members providing warm and friendly greeting and an approachable attitude to families, visitors, patients/residents/clients and responds to expressed concerns while displaying a helpful, caring demeanor. Answers questions when appropriate in a professional manner.
10. Participates in center/agency surveys (Licensure / JCAHO) and any subsequently required reports.
11. Responsible for new hire onboarding process
12. Admits, discharges and transfers patients as requested/necessary.
13. Participates in patient screening and selection process as requested/necessary.

**Qualifications****MINIMUM EDUCATION REQUIRED:**

Nursing Degree from an accredited college or university, or is a graduate of an accredited/approved LPN program.

**MINIMUM EXPERIENCE REQUIRED:**

A minimum of two (2) years previous bed side nursing experience.

**MINIMUM LICENSURE/CERTIFICATION REQUIRED BY LAW:**

Current and unrestricted Licensed Practical Nurse (LPN) licensure in state of practice.

**ADDITIONAL QUALIFICATIONS: (Preferred qualifications)**

Previous nursing experience in a long term care facility preferred

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## **Licensed CNA**

### **Description**

**\$1,000 Sign-On Bonus!**

### **JOB PURPOSE:**

Provides each of the assigned patients with routine daily nursing care and services in accordance with the patient's assessment and care plan, and as directed by the nurse supervisor.

### **KEY RESPONSIBILITIES:**

1. Provides care ensuring patient/resident safety
2. Applies & releases restraints, and provides exercise
3. Assists patients in and out of bed and into wheelchair with the correct use of the transfer belt and practices proper body mechanics while moving/transferring patients
4. Assists patients in bathing: to include bed baths, tub baths, and showers
5. Assists patients in dressing or undressing, and personal grooming e.g., oral/denture care, brushing hair, trimming fingernails and toenails, skin care and shaving
6. Assists patients to and from activities as requested
7. Assists patients to dining area for meals; assists in feeding of patients as needed; passes food trays to individual patients in accordance with diet cards on tray and needs; documents intake of nourishment. Is able to identify the four basic food groups on a sample breakfast, lunch, and dinner meal
8. Assists with admissions, discharges, and transfers as requested; understands and utilizes care plans
9. Collects stool and urine samples per care plan; cleans bedpans and empty catheter bags, provides external/indwelling catheter care
10. Displays proper use and care of lift equipment
11. Offers fluids at appropriate times (including routine ice and water rounds) and distributes fresh water to patients and picks up used water pitchers.
12. Properly documents in accordance with established guidelines; receives and gives reports on patient's status or condition.
13. Provides for bowel and bladder training/retraining, provides colostomy care
14. Provides range of motion exercises for patients
15. Provides routine care for the bedfast patient; turns patient intermittently if patient is bedridden due to illness
16. Recognizes and reports signs/ symptoms of abuse and/or change in condition
17. Removes bedding and replaces with clean linens per schedule or condition

18. Takes vital signs of patient, e.g., temperature, blood pressure, and respiration and records information and documents/reports information regarding the patient's health, I&O, any change of medical condition, and care given

### **Qualifications**

#### **MINIMUM EDUCATION REQUIRED:**

A minimum of a high school diploma or its equivalent

#### **MINIMUM LICENSURE/CERTIFICATION REQUIRED BY LAW:**

Active, current and unrestricted Certified Nursing Assistance certification in the appropriate state

Should be a certified nurse assistant in accordance with the laws of the issuing state

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## **Infection Preventionist RN**

### **Description**

#### **JOB PURPOSE:**

The Healthcare Center Infection Preventionist is responsible for the development, direction, implementation, management and operation of the infection prevention in the healthcare center. The healthcare center Infection Preventionist conducts ongoing staff development, training and quality assurance performance improvement monitoring to insure adherence with the organizational standards, CDC, and the county and state health departments. The responsibilities encompass compliance with Joint Commission (JC) standards, CMS, OSHA, and state regulations, outbreak investigation, and overall direction of the infection prevention and control program.

#### **KEY RESPONSIBILITIES:**

Infection Prevention

a. Acts as subject matter expert and resource within the healthcare center to residents/families, partners, providers, visitors, community, and public health regarding infection prevention and control measures, including identification of infectious disease processes.

b. Provides consultation and expertise to partners and residents in infection prevention and control practices as it relates to the transmission of infectious disease, management of isolation of patients, PPE usage, safe infection practices, disinfection, environmental

cleaning, facilities management (maintenance, renovation and construction), water management, and evaluation of new products.

- c. Assesses the immunization status of residents and partners, administers vaccines, and educates residents and partners about immunizations.
- d. Completes necessary physical assessment and health history of resident and partners according to TB program guidelines.
- e. Provides counseling and education about laboratory testing, follow-up x-rays, physical examination and therapy for TB prevention and disease.
- f. Refers residents and partners for follow-up to outside agencies for continuity in care for any suspected or confirmed infectious disease process.
- g. Maintains current knowledge with CMS, state and federal regulatory agencies and public health guidelines as it relates to infection prevention.
- h. Reviews the risk of blood borne pathogens, OSHA standards, and exposure control plan to ensure implementation of best practice for occupational health to decrease the likelihood of exposures to infectious diseases.
- i. Reviews the infection prevention and control policies and procedures annually and conducts formal partner training on updates and new regulations.
- j. Develops, implements and evaluates infection prevention and control goals, measurable objectives and action plans for the healthcare center infection prevention and control program.
- k. Provides expert knowledge, guidance, and perform routine risk assessments in infection prevention and control in consultation and collaboration with infection control committee teams as appropriate.
- l. Participates and supports infection prevention initiatives on center, region and division levels to insure our infection prevention program and processes are utilizing best practice approaches.
- m. Maintains records and reports in accordance to organization standards, including documentation in electronic health records, reports, etc.
- n. Provides ongoing infection prevention and control findings, recommendations, annual reports, policy and procedure updates to the QAPI committee.

#### **Antibiotic Stewardship Program**

- a. Develops and evaluates goals, measurable objectives and action plans for the HCC antibiotic stewardship program.

- b. Improves the therapeutic use of antimicrobials through education of clinicians and prescribers, guidelines and data reporting,
- c. Collaborates with pharmacy services to identify and facilitate plans of correction using evidence-based practice interventions for improvements in the antibiotic stewardship program.
- d. Provides ongoing reports to the QAPI committee of compliance updates.

#### **Surveillance and Compliance**

- a. Conducts ongoing healthcare wide surveillance of healthcare associated infections through collection, review, analysis and interpretation of data from various sources, (i.e., hand hygiene, occupational exposure incidents, etc.).
- b. Tracks and trends surveillance to identify opportunities for improvement based on data analysis including activities to decrease healthcare associated infections and improve resident outcomes related to identified infection control deficiencies.

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#### **Qualifications**

##### **MINIMUM EDUCATION REQUIRED:**

- Associate Degree in Nursing (ADN), OR professional training in medical technology, OR professional training in microbiology, OR professional training in epidemiology, OR other related training.

##### **MINIMUM EXPERIENCE REQUIRED:**

- Have a minimum of three years of clinical experience in an acute care or long-term care setting or disease surveillance in public health.
- Previous experience in teaching and curriculum development in clinical instruction.

##### **MINIMUM LICENSURE/CERTIFICATION REQUIRED BY LAW:**

- Hold a current, unencumbered license as a Registered Nurse (RN).

##### **ADDITIONAL QUALIFICATIONS:** (Additional qualifications)

- All infection preventionist are required to complete specialized training in Infection Prevention and Control by either CDC Nursing Home Infection Preventionist Web-based Training Course and/or University of North Carolina Spice Training as a condition of continued employment within three (3) months of employment.

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## **RN Weekend Supervisor \$4000 Sign on Bonus - 2106166**

### **Description**

#### **JOB PURPOSE:**

Directs nursing care of the patients, and supervises the day-to-day nursing activities performed by nursing assistants. Such supervision should be in accordance with current federal, state and local regulations governing our nursing center, and as may be directed by the Administrator, the Medical Director, and/or the Director of Health Services, to provide that appropriate care for our patients is maintained.

#### **KEY RESPONSIBILITIES:**

1. Provides care ensuring patient/resident safety
2. Operation of oxygen equipment including turning off and on, changing cylinder heads, cleaning/replacing humidifier, and other as necessary.
3. Operation of suction machine (oral) including cleaning, selection of appropriate suction catheter, and storage.
4. Operation and use of manual respirator.
5. Location and use of emergency equipment supplies (box and/or crash etc.).
6. Operation of whirlpool.
7. Operation of scales.
8. Operation of glucose monitoring devices, calibration, and cleaning etc.
9. Use of electronic thermometers (oral/rectal and ear).
10. Delivery of medications (setting up, rotating, charting, ordering, giving to patient etc.).
11. Ordering and use of stock drugs.
12. Administration and documentation of insulin.
13. Use and delivery of PRN medications.
14. Use and delivery of topical treatment application (eye, ear, nose etc.).
15. Use delivery and documentation of narcotic medication.
16. Receive drugs from pharmacy in accordance with established procedures.
17. Application of sterile dressings.
18. Operation and proper use of pressure reduction surfaces.
19. Use of oral airway.
20. Knowledge of isolation procedures (when to implement etc.).
21. Delivery of enemas (S & S, and fleets).

22. Insertion, irrigation and routine care of male/female catheters.
23. Delivery of tube feedings (insertion, flushing, proper amounts etc.).
24. Knowledge of procedures and ability to determine Advance Directive status for patients.
25. Collection of lab specimens and interpreting results.
26. IV implementation and administration.
27. Knowledge of seizure precautions and administration of IV medication during a seizure.
28. Take and record temperature, blood pressure, pulse, and respiration rate.
29. Chart information regarding patient: progress, ailments, medication, symptoms, and observations.
30. Administer medications.
31. Discuss with supervising nursing staff the progress of patients and how to proceed with care.
32. May be required to assist physician in patient rounds.
33. Provide various treatments as recommended by the physician.
34. Transfer or assist in transferring patients from bed to wheelchair.
35. Perform physical assessments of patients under the RN's direction
36. Draw blood and obtain fluids to submit for lab work.
37. Assist in passing out trays to patients and assist in feeding.
38. Provide hands on assistance in department functions as necessary.
39. Record and monitor progress of patients and communicate to physicians.
40. Supervises Certified Nurse Assistants.

## **Qualifications**

### **MINIMUM EDUCATION REQUIRED:**

Nursing Degree from an accredited college or university, or is a graduate of an accredited/approved RN program.

### **MINIMUM EXPERIENCE REQUIRED:**

A minimum of two (2) years previous bed side nursing experience

### **MINIMUM LICENSURE/CERTIFICATION REQUIRED BY LAW:**

Current and unrestricted Registered Nurse (RN) licensure in state of practice

### **ADDITIONAL QUALIFICATIONS: (Preferred qualifications)**

Preferred experience in nursing administration.

