

# Johnson Memorial Health Services

## Job Description

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**Position:** Care Center Rehab Coordinator  
**Department:** Care Center  
**Reports to:** Director of Nursing  
**FLSA Status:** Hourly Non-exempt  
**Days/Hours:** 8 hour days (80 hours ppd), Monday-Saturday, holidays  
**Effective:** March 2016

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### **JOB SUMMARY**

Organize, develop, and sustain a successful Restorative program at JMHS Care Center with an emphasis on high quality and compassionate care. Perform rehab duties per rehab assistant job description. Oversee and manage rehab nursing staff.

### **ESSENTIAL FUNCTIONS**

- Recommend, implement, and uphold policies, rules, and regulations pertaining to restorative services.
- Participate in implementation of educational programs designed to improve resident care and educate staff.
- Participate in interdisciplinary care conferences, IDT, and quality meetings.
- Perform job duties and resident care per rehab assistant job description.
- Assist with scheduling, maintaining supplies, and oversee all aspects of the restorative nursing department.
- Effectively communicate with all staff.
- Report concerns to immediate supervisor.
- Attends meeting with supervisor on a monthly basis.
- Follow JMHS standards of behavior.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Able to effectively communicate with all co-workers including professional staff.
- Ability to work cooperatively with nurses, nursing assistants, activity staff, ADON, DON, and all ancillary staff.
- Strong oral and written communication skills required.
- Ability to multitask and perform multiple activities with interruptions.
- Ability to complete documentation in a timely manner.

### **MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS**

- Certified Nursing Assistant Certification

- Some supervisory experience preferred.

**SUPERVISORY RESPONSIBILITIES**

- Supervise restorative nursing aides.

**MINIMUM PHYSICAL REQUIREMENTS (if any):** (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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

In an 8 hour workday, employee must:									
	(Hours at full capacity for each activity)								
Position	None	1	2	3	4	5	6	7	8
Sit						X			
Stand		X							
Walk			X						

Employee's job requires he/she:					
<u>Activity:</u>	Not at All	Occasionally	Frequently	Continuously	<u>Comments</u>
Bend/Stoop			X		
Squat		X			
Crawl	X				
Climb (Height 8ft)	X				
Reach above shoulder level		X			
Crouch		X			
Kneel		X			
Balance		X			
Push/Pull (# of lbs. 50 )		X			
Employee's job requires he/she carry:					
Weight Carried:	Not at All	Occasionally	Frequently	Continuously	Comments

Up to 10 lbs.			X		
11-24 lbs.		X			
25-34 lbs.		X			
35-50 lbs.	X				
51-74 lbs.	X				
75-100 lbs.	X				
Over 100 lbs.	X				

Job requires employee must use feet for repetitive movements as in operating foot controls:		
Repetitive movements with foot controls:	YES	NO
Right		X
Left		X

Job requires employee use hands for repetitive action such as:							
<u>Hand Repetitive Movements:</u>	<u>Simple Grasping</u>		<u>Firm Grasping</u>		<u>Fine Manipulating</u>		<u>Comments</u>
	YES	NO	YES	NO	YES	NO	
Right Hand	X		X		X		
Left Hand	X		X		X		
Both Hands	X		X		X		

Does the employee's job require:			
<u>Activity</u>	YES	NO	Describe if Yes
Working on unprotected heights?		X	
Working on uneven terrain?		X	
Working on wet/damp surfaces?		X	

Operating moving equipment?		X	
Operating vehicles?	X		
Use of tools?	X		
Use of telephone?	X		
Use of keyboard/computer terminal?	X		
Working under time pressure?	X		
Working rapidly for long periods?	X		
Working alone?	X		
Close work?	X		
Good vision (close/distance/peripheral & depth perc)	X		
Good color vision?	X		
Good hearing?	X		
Good speaking?	X		
Reading?	X		
Writing?	X		
Simple arithmetic?	X		
Mathematics?		X	
Weighing and /or measuring?	X		

<b>The work environment where the job is carried out:</b>			
<b>Job environment:</b>	<b>YES</b>	<b>NO</b>	<b>% of Day Spent</b>
Indoors	X		
Outdoors		X	
At a desk or bench	X		
In a car or truck		X	

In an office	X		
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Is the employee exposed to:			
Exposed to:	YES	NO	Describe if Yes
Bloodborne Pathogens/Infectious diseases?	X		
Chemicals/respiratory hazards?	X		
Noise?	X		
Dust, fumes & gases?	X		
Extreme heat or cold?		X	
Cramped areas?	X		
Working close to electrical current?	X		
Other hazards?		X	

Exposure Determination: For More Information: See Your Supervisor					
Category I		Category II		Category III	
Tasks that routinely involve exposure or potential exposure to blood, body fluids or tissues.		Tasks that do not routinely involve exposure to blood, body fluids or tissues, but exposure or potential exposure may be required as a condition of employment.		Tasks that do not routinely involve exposure to blood, body fluids or tissues (persons in this category are not called upon to perform or assist in the emergency medical aid or to be potentially exposed in any other way as a condition of employment.	
YES	NO	YES	NO	YES	NO
		X			

**MENTAL DEMANDS:**

<b>Does the employee's job require:</b>		
<b>Activity</b>	<b>YES</b>	<b>NO</b>
Ability to plan, organize and delegate responsibilities to subordinates while maintaining quality standards throughout one's own performance.	X	
Excellent communication skills are required for interactions with management, staff, patients, residents, clients, etc.	X	
Must be able to analyze situations and select a course of action.	X	
Must be capable of multi-step and sequential problem solving activities: that include comparing, analyzing and calculating data relevant to the facility.	X	
Must be flexible and willing to undertake a variety of tasks.	X	
Must possess the ability to accept change and respond appropriately.	X	
Must possess the ability to understand and communicate both verbally and in written form in the English language since instructions, labels and other documents are in English.	X	
Must possess visual and mental attention to position content with accuracy.	X	
Must possess excellent memory and organizational skills.	X	
Must possess the ability to work independently and make decisions that require initiative and judgment in order to effectively plan, organize and delegate work assignments.	X	