

Johnson Memorial Health Services

Job Description

Position: Staff Development Coordinator
Department: Human Resources
Reports To: Director of Human Resources
FLSA Status: Salary
Days/Hours: 80 hours per pay period
Effective: March 2022 Revised:

JOB SUMMARY

Staff Development Coordinator, is responsible for planning, organizing, developing, and directing all in-service educational programs throughout the facility in accordance with current applicable federal, state, and local standards, guidelines, and regulations, and as may be directed by the administrator, to assure that the highest degree of quality care can be maintained at all times.

Key Responsibilities:

The Staff Development Coordinator is responsible for the planning and implementation of education to support and develop team members in the facility. Job responsibilities may include but are not limited to:

- Oversee all educational and staff development efforts within the facility.
- Provide clinical and educational guidance and support.
- Develop and implement education for orientation, mentoring, and in-service programs.
- Be a resident advocate where the resident is the center of all we do.
- Identify areas of educational need
- Ensure excellent communication among residents, families, patients, and staff.
- Create positive resident, patient, and staff outcomes.
- Respect others by treating them the way we want to be treated.
- Demonstrate kindness, compassion, honesty, and integrity at all times.
- Help create a culture of superior customer service.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Minimal of 2 years of previous healthcare experience/training experience
- Successful criminal background check
- Management experience preferred
- COVID vaccinations required
- Valid Nurse License - RN or LPN

SUPERVISORY RESPONSIBILITIES (if applicable):

- N/A

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.)

Note: In terms of an 8 hour work occasionally” equals 1% to 33%, “Frequently”, 34% to 66%, “Continuously”, 67% to 100%

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:					
Activity:	Not at All	Occasionally	Frequently	Continuously	Comments
Bend/Stoop			X		
Squat		X			
Crawl	X				
Climb (Height 8 ft)	X				
Reach above shoulder level		X			
Crouch		X			
Kneel		X			
Balance		X			
Push/Pull (# of lbs. 50)		X			Wheelchairs

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:							
Hand Repetitive Movements:	Simple Grasping		Firm Grasping		Fine Manipulating		Comments
	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:			
Activity	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		

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

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		X			X

MENTAL DEMANDS:

Does the employee's job require:		
Activity	YES	NO
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	

DISCLAIMER:

The above statements are intended to describe the general nature of job duties and responsibilities typically assigned, identify the essential functions, and list the requirements of this job. They are not intended to be an exhaustive list of all supplemental duties, responsibilities, or non-essential requirements; nor should this document limit the supervisor's right to modify assignments, as necessary. This document does not create a contract for employment.

RECEIPT ACKNOWLEDGEMENT:

I acknowledge and understand that:

- Receipt of this job description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.
- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements, and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation, I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.
- I have read and understand this job description.

I, do do not need accommodations under the Americans with Disabilities Act.

Employee Printed Name: _____

Employee signature: _____

Date: _____