

Johnson Memorial Health Services Job Description 2023

Position	MDS Coordinator	Department	LTC Care Center
Reports to	Care Center (DON)	Office Hours	8AM-4:30PM
FLSA/FTE	Exempt Full time 1.0	Effective	March 2023

Job Summary

Our MDS Coordinator is responsible for assessing comprehensive needs of each of our residents to complete the MDS. This involves comprehensive assessments, completing the MDS, CAAs, Case Mix scoring, and collaborating with the Clinical Care Coordinator in the admission process and with the written care plans.

Supervisory Responsibilities

- LPNs/TMAs
- Nursing Assistants
- Rehab Aides
- Social Services

Responsibilities

- Plans, organizes, directs, evaluates, and implements the nursing plan of care for assigned residents for all shifts in collaboration with the Clinical Coordinator.
- Coordinates the MDS process which includes scheduling and completing the MDS assessments and ensuring all sections are completed timely & thoroughly for all the residents. Will submit all MDS assessments to the CMS on a weekly basis.
- Assists with the admission and discharge of residents in collaboration with the Clinical Care Coordinator. The admissions of all residents will be a team effort between the MDS coordinator and the Clinical Care Coordinator.
- Stays updated on current payment issues, interpretations and RAI/MDS updates; receives and shares information.
- Ensures care plan is implemented and evaluates effectiveness of plan regularly in collaboration with the Clinical Care Coordinator.
- Assist CNA's and LPN/RNs on the floor as needed. This could include weekends and holidays, depending on staffing levels.
- RN On Call Rotation
- Participates in the Interdisciplinary Care Center Team
- Expectation to serve on QA/QI sub-committee or task forces.
- Active & integral participant of the MDH State Survey Process.
- Uses the EMR accurately & efficiently.
- Practices correct infection control procedures.
- Other duties as assigned.

We're an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.

JHMS is committed to the full inclusion of all qualified individuals. As part of this commitment. JHMS will ensure that persons with disabilities are provided reasonable accommodations. If reasonable accommodation is needed, please contact the Human Resources Department or call

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Core Competencies

- Communication Skills
- Highly accurate math and accounting skills.
- Strong supervisory and leadership skills.
- Organizational skills and attention to detail.
- Time management skills with a proven ability to meet deadlines.
- Information Management and/or related software, and specialized accounting software used by the organization.

Education/Experience/Licensure

- Current RN licensure in Minnesota.
- Medicare experience desired.
- CPR certification.
- Experience in LTC preferred.
- AAPACN certified in MDS or upon 60 days of hire

Working Environment

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required

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