

ADULT CARE CENTER PROGRAM COORDINATOR

151-C

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory position with responsibility for coordinating one or more nursing health care functions in the Adult Care Center, and to assure that high standards of care are maintained. Incumbents may be responsible for coordination of such special functions such as resident care services, personnel and training services, day care clinic services, or similar services. Incumbents of this position may be assigned as the Program Coordinator or Primary Instructor for the facility's Nurse's Aide/Nursing Assistant Training Program. The position involves assisting in the planning, program development, supervision and evaluation of services provided by the nursing department at the Adult Care Center. Work is performed under the supervision of the Assistant to the Administrator (Resident Care) with leeway for independently performing most job duties. Supervision is exercised over persons assigned to the nursing staff.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Responsible for the quality and appropriateness of all nursing care rendered to residents or outpatients of the facility;

Provides nursing supervision of the care given through direct observation of residents or outpatients while receiving care from all levels of nursing personnel, in conference with nursing personnel, in conference with others in resident care team meetings, with consultant professionals, with physicians, and through record review;

Provides supervision and assistance to Unit leaders in assigning personnel to residents and unit management tasks;

Observes medication and treatment administration techniques;

Reviews accuracy and completeness of documentation and observes the cleanliness and orderliness of units;

Instructs Unit Leaders in requiring personnel to carry out assigned tasks;

Assists in establishing, coordinating, and maintaining the facility's Quality Assurance Program in accordance with prescribed standards;

Participates in interdisciplinary resident care or clinic care conferences;

Prepares and verifies the accuracy of resident assessment forms including Minimum Data Set Plus, Patient Review Instruments, PASAAR Screens, etc.;

Assists in establishing, coordinating and maintaining the Infection Control Committee, Pharmacy Committee, Utilization Review Committee and other resident care committees as may be required;

Serves as liaison with facility departments in matters related to resident or clinic care and unit management;

May assume responsibilities of the Nursing Department in the absence of the administrative head of the department;

Promotes the social and physical well-being of residents within the facility;

Conducts medical care evaluations as it relates to the appropriateness of continued resident stay, and admissions and discharges from and to the facility;

Carries out orientation programs for all new employees including supervision of on-site demonstrations and return demonstrations by qualified persons in all departments;

Supervises on-unit demonstrations by all levels of nursing personnel;

Maintains orientation performances and in-service attendance records for employees;

Develops and implements in-service programs by scheduling, announcing, conducting the program and/or arranging for programs to be conducted by others;

Assists in all phases of resident and outpatient care as needed.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARAC-

TERISTICS: Thorough knowledge of clinical nursing care including physical assessment; good knowledge of nursing techniques related to medical, surgical, and psychiatric practice; good knowledge of principles and practices of geriatric care; good knowledge of documentation requirements and procedures and of rules and regulations for resident and clinic care in nursing homes; ability to plan, manage, and evaluate resident and clinic care; ability to plan and supervise the work of others; ability to secure the cooperation of others and work effectively with others; ability to organize tasks and assist others in doing the same; and patience.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in Nursing and four (4) years of progressively responsible experience in providing professional nursing services, two (2) years of which shall have been in a nursing home; or

- (B) Graduation from an accredited school of professional nursing and five (5) years of progressively responsible experience in providing professional nursing services, two (2) years of which shall have been in a nursing home.

SPECIAL REQUIREMENT FOR APPOINTMENT: Possession of a current license to practice as a Registered Nurse in the State of New York.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Last Reviewed:

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Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

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