



JOB ANNOUNCEMENT

NURSING MANAGER

Lunalilo Home and Adult Day Care offers diverse opportunities for those interested in using their skills and experience to serve *kūpuna* (elders) and to make a difference in the lives of others by providing compassionate, quality care.

PURPOSE:

The Nursing Manager (NM) is a registered professional and is responsible and reports to the Executive Director. The NM is a member of the administrative management team and manages the work efforts of the Nursing Services Department and confers and coordinates with all other departments and individuals relative to resident care needs and welfare and licensure. The NM is the State of Hawai‘i licensed operator for Lunalilo Home and oversees all clinical aspects of the care provided either by him- or herself, through subordinate supervisors and/or through subordinates.

DUTIES AND RESPONSIBILITIES:

- The NM is designated as the Primary Care Giver (Care Home Operator) for Lunalilo Home
- Regularly reviews and revises policies applicable to the duties and responsibilities of the nursing/clinical department, including, but not limited to, admissions, nursing, and human resources.
- Develops department reports including, but not limited to, census, trends, quality of care, incidents, and best practices.
- Assesses potential residents for residential care and clients for respite care to insure they meet the qualifications and standards of Lunalilo Home.
- Coordinates with the Admission Manager resident/respite admissions and arranges for transfers and/or discharges to and from Lunalilo Home to hospital or other treating facilities.
- Ensures compliance with Lunalilo Home’s Residents’ Care Policies and all statutory and regulatory requirements pertaining to care.
- Compliance of all of residents’ rights and institutes protocols for reporting or correcting violations or abuse. These same standards are to respite care.
- Develops, implements, and oversees nursing care plans for each resident in conjunction with the respective provider’s orders and treatments.
- Reviews these orders/plans periodically for appropriateness of levels and quality of care, and institutes interventions as needed.
- Manages the administration of medications and treatments as prescribed, and observes and documents the results
- Monitors resident and respite resident health status, consulting with the provider and instituting interventions as needed.

- Consults and coordinates inter- and intra-departmentally to assess and determine how to meet the needs and to deliver a standard of care that meets or exceeds regulatory requirements, is efficient and effective and that satisfies the resident or family.
- Performs necessary supervisory tasks including scheduling of nursing care staff and agency hires when necessary.
- Responsible for orienting and training of licensed or registered nursing personnel, and on-going regular in-service training. Acts as an advocate for departmental staff.
- Ongoing communication with co-workers, subordinate supervisors and subordinates to coordinate efforts and to interact with residents, their families, visitors, and employees.

Overall:

- The NM is on-call including weekends and Holidays.
- May be required, on occasion or in an emergency, to assume the duties of a floor nurse and/or transport residents to laboratory/provider appointments.
- Physical demands may require standing, bending, pushing, pulling beds, med-carts, recliners, and wheelchairs in excess of approximately 50 pounds. Requires lifting, carrying, repositioning and transferring residents.

REQUIREMENTS AND REQUIRED LICENSES/CERTIFICATIONS:

- Physical Examination clearance and annual clearances thereafter.
- 2-Step TB clearance and annual clearance thereafter
- Current, valid driver's license
- Current Driver's Abstract
- Current Registered Nurse License, State of Hawaii
- Current Basic Life Support (BLS)
- Current First Aid (can be acquired upon hire)
- State of Hawai'i Care Home Operator License (may be acquired upon hire)

EDUCATION:

- Associate Degree in Nursing (AND) or equivalent from a two-year college or Bachelor of Science in Nursing (BSN) from a four-year college or university

EXPERIENCE:

- Prefer a minimum of one to two years of supervisory or administrative experience
- Prefer training and/or experience in rehabilitative, geriatric, or long-term care nursing concepts.
- The NM must be compassionate and understanding of the elderly.
- The NM should (or must) be compassionate and understanding to the concerns of the resident's family regarding the resident's welfare.

Lunalilo Home is an Equal Opportunity Employer and does not discriminate against applicants and especially with regard to race, ethnicity, gender, sexual preference, veteran status, or on the basis of disability or any other federal, state, or locally protected class.

Interested applicants please apply online at <https://www.lunalilo.org/employment>

You can also download our application and send it with your resume to hr@lunalilo.org

If you have any questions or need an application mailed to you, please email hr@lunalilo.org