Unit Manager – RN
Second Floor – Full Time

Responsibilities

☐ Provide leadership for the unit team on all three shifts in developing coordinated and consistent care relationships with the residents. This includes, but is not limited to, observation skills, problem-solving and an ability to work together for the good of the residents as the primary focus;

☐ Coordinate and facilitate team meetings among appropriate staff on a timely basis;

☐ Provide input to the Health Services Director/Assistant Director for the Health Care Center budget;

☐ Identify in-service needs in conjunction with Unit Managers and Education Coordinator;

☐ Provide leadership through participation in the direct care of the residents;

☐ Maintain confidentiality regarding all resident information;

☐ Create an environment that will foster a spirit of cooperation and efficiency;

☐ Attend meetings as requested and/or required;

☐ Determine the need for special equipment and consult with and make recommendations to the Health Services Director/Assistant HSD;

☐ Participate in the interviewing and hiring process of potential IHM SLC Health Services employee candidates;

☐ Schedule and hold regular staff meetings with staff from all three shifts in order to clarify expectations, provide feedback and resolve concerns;

☐ Assist in providing restorative nurse coverage for the Health Care Center residents in the absence of the restorative unit manager. This includes completion of appropriate MDS paperwork/assessments;

☐ Conduct periodic reviews of charts and associated documentation to ensure compliance with requirements. When deficiencies are identified, follow up with appropriate staff so that standards are met and maintained;

☐ Promote/foster person-centered approach to resident care;

☐ Function as house supervisor on weekends and holidays on a rotational basis;

☐ Serve as liaison with services outside IHM SLC, such as hospitals, by carrying the Nextel phone and handling situations as they arise on Mondays through Fridays on day shift;

☐ Accountable and responsible for assigned unit on a 24-hour basis;

☐ Provide coverage for additional unit(s) when UM is off or on vacation in order to promote continuity of care and consistency across units;

☐ Maintain open communication with afternoon and midnight shift supervisors;
- Routine resident rounds to ascertain appropriateness of care, safety of environment and satisfaction with care;
- Hold staff accountable for timely/appropriate entries into CareTracker, Point Click Care, Paperless and other software applications;
- Function as clinical resource person for nursing staff;
- Drive as needed;
- Get along well and work effectively with co-workers and others in performing job tasks;
- Perform other duties of this position or related positions as may become necessary or as directed.

Qualifications
- Nursing degree from an accredited college, university or school of nursing or a graduate of an approved RN program;
- Management experience in a hospital, long-term care facility or other related health care facility preferred;
- Training in rehabilitative or restorative nursing practices in gerontology preferred;
- Current, unencumbered Michigan license to practice as an RN or LPN;
- Ability to learn, understand and support the IHM Mission and Values;
- Knowledge of current nursing and medical practices and procedures;
- Communication skills to present information and ideas essential to supervisory duties and to maintain good working relations with staff and medical personnel;
- Ability to plan, organize, develop and implement the programs, goals, objectives, policies and procedures necessary for quality care;
- Patience, tact, enthusiasm and cheerfulness, as well as a willingness to work with difficult residents and staff;
- Willingness to seek out new methods and principles and incorporate them into existing nursing practices;
- Flexibility of hours to accommodate eight-hour responsibility;
- Verbal ability as required to understand medical terminology and concepts to communicate with residents and Health Services staff. Writing skills to keep accurate records;
- Ability to cope with the mental and emotional stress of the position;
- General good health and emotional stability;
- Ability to relate to and work with the ill, disabled, elderly, emotionally upset and, at times, hostile residents within the facility;
- Ability to lift fifty (50) pounds and more;
- Personal integrity, flexibility and the ability to function independently;
- Ability to understand and fulfill the requirements of the position.
- Leadership and supervisory ability and the willingness to work harmoniously with professional and nonprofessional personnel;
- Valid driver license;
- Good driving record;
- Ability to lift, push, pull, bend, stoop and move equipment, supplies, etc. throughout the day as necessary;
☐ Ability to speak, read and understand the English language;
☐ Possess sight/hearing senses or use prosthetics that will enable these senses to function adequately so the requirements of this position can be fully met;
☐ Ability to maintain good relationships with others, regardless of personal preferences.

If you are interested in applying for this position, please submit a resume to: humanresources@ihmsisters.org.

Review of resumes to begin immediately.
IHM SLC supports workforce diversity.