Job Title: Wellness Nurse RN-LPN
Location: Windrose at Woburn Assisted Living Memory Care Woburn, MA 01801
Hours: Full Time
Pay Rate: $40-$45 based on experience

Job Summary:
The Resident Care Nurse is responsible for assisting the Resident Care Director with the overall implementation, delivery and coordination of Resident Care services at the Community. The nurse will assist in monitoring the medication management program.

Duties and Responsibilities:
The following essential functions are the fundamental job duties of the position to be completed with or without appropriate reasonable accommodation.

- Assist in supervising the medication program and assisting the residents with self-administration of their medication.
- Assists with Medication deliveries.
- Assists with med box audits.
- Assist residents with Activities of Daily Living and Independent with Activities of Daily Living as needed.
- Maintain positive relations with residents, families and physicians.
- Report any significant incidents and/or changes in the residents needs to the Executive Director/Resident Care Director.
- Assist in the completion of resident assessments, service plans and calling families to set up reviews.
- Assist in the training of assisted living staff and participates in orientation of new staff.
- Shadow new hires while training.
- Attend and participates in scheduled in-service programs, training programs and staff meetings.
- Assist with scheduling and staffing of Resident Care Assistants.
- Assists with filing.
- Assists with transferring notes on board to assignment sheets.
- Assists with keeping track of med alerts and adding to assignment sheets.
- Assists with keeping assignment sheets updated.
- Assists with monthly QI reports.
- Assists with monthly task sheets.
- Assists with monthly Incident Reports.
- Assists with setting up monthly transportation times for PACE members.
- Assists with keeping schedules in resident's apartments up to date.
- RN will maintain GAFC.
- May perform other duties as assigned.

Minimum Qualifications:

- Registered Nurse/Licensed Practical Nurse/Licensed Vocational Nurse with a current license in good standing.
- Certification or licensed per state guidelines.
- Must successfully complete all Hallkeen Community specified training programs.
- Able to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Able to deal with problems involving a few concrete variables in standardized situations.
- Able to work various schedules and shifts as needed.

Required Behavior:

- Appearance is neat, clean, and according to dress code.
- Able to demonstrate a high level of service delivery; does what is necessary to ensure customer satisfaction; deals with service failures and prioritizes customer needs.
- Able to clearly present information through the spoken word; reads and interprets complex information; talks with residents, family members and customers; listens well.
- Able to communicate with others in a warm and helpful manner while simultaneously building credibility and rapport.
- Able to work cooperatively with a group of people to achieve goals and objectives.
- Able to be tactful; maintains confidences, and fosters an ethical work environment; prevents inappropriate behavior by coworkers; gives proper credit to others; handles all situations honestly.
- Able to keep an open mind and change opinions on the basis of new information; performs a variety tasks and changes focus quickly as demands change; manages transitions effectively from task to task; adapts to varying customer needs.

Physical Demands:

- Physically able to move at least 50 lbs. without assistance.
- Physically able to bend, reach, and work in small areas.
- Physically able to push and pull equipment and furnishings.
- Physically able to stand for long periods of time.

Benefits:

Full time position offers a competitive benefit program to include Medical, Dental, Vision, Health FSA, Dependent Care FSA, Short-Term Disability, Long Term Disability, Life Insurance, Home and Auto Discount program, Vendor Discount Program, 401(k) with matching contribution, Accrued Vacation, Sick, and Personal time and Paid Holiday Benefit. Employee referral bonus, and resident referral bonus.

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