



CORDIA SENIOR LIVING JOB DESCRIPTION

JOB TITLE: LPN/Floor Nurse

Reports to: Wellness Director

SUMMARY OF DUTIES: The Floor Nurse is responsible for supporting residents in leading intentional lives by promoting independence, choice, and control with the help of the Wellness Director. The Floor Nurse helps oversees and establishes systems for the delivery of personal care services, including individualized wellness plans focused on residents' physical, intellectual, spiritual, cultural, and emotional engagement and well-being. The Floor Nurse helps manages and supervises personal care staff in delivering individualized wellness services to Cordia residents and participates in delivering Cordia's program curriculum, particularly for residents receiving personal care services.

IMPORTANT CUSTOMERS: Residents and Wellness staff are at the center of the Floor Nurse responsibilities. The Floor Nurse also works closely with the leadership team, family members, physicians, community organizations, health service agencies, and other healthcare providers to support each resident's individual wellness goals.

ESSENTIAL FUNCTIONS:

Personal Care Delivery and Management

1. Train, supervise, and manage the ongoing work of Nursing and Caregiving staff with assistance and support from the Wellness Director & Executive Director.
2. Implement Cordia's care services policies and procedures in accordance with Federal and State regulations and establish effective methods and workflows for consistent delivery at the community level.
3. Help perform and coordinate in-service training and competency testing for all staff performing personal care.
4. Maintain appropriate contact and oversight of privately contracted service providers serving individual residents.

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5. Act as a liaison between residents, families, physicians, hospitals, home care agencies, and other healthcare providers.
6. Maintain ongoing care conversations with residents and/or families regarding care plans and individual personal care needs.
7. Organize wellness programs focused on preventative care and resident well-being.
8. Be available or arrange for 24-hour nursing staff response to personal care and wellness issues.
9. Provide nursing coverage and assistance when needed.
10. Ensure resident records are maintained in accordance with IDPH regulations and Cordia policies and procedures.
11. Maintain resident privacy in accordance with company policies and procedures, including compliance with HIPAA guidelines.

Marketing/Public Relations

12. Assist the Wellness Director, Executive Director, Director of Community Relations, and Program Director in developing marketing programs that educate the community about Cordia Senior Residence.
13. Assist the Director of Community Relations with new resident sales and move-ins by conducting & processing assessments as well as implementing service plans within appropriate timeframes.

MINIMUM REQUIREMENTS

Education:	The ideal candidate will be an LPN with related healthcare degree.
Experience:	Minimum of five (5) years of professional experience in an acute care hospital, skilled nursing facility, home health care agency, or assisted living facility. Community home health care experience is strongly preferred. Minimum of five (5) years of supervisory or management experience preferred. A strong desire to work with an older adult population is required. Strong connections within the Westmont community are an asset.
Skills:	Proven personal care delivery and management skills. Proven supervisory and leadership skills.

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Computer skills sufficient to establish and track resident service plans electronically, if required. Ability to learn and use the emergency response system and customer billing system. Strong organizational and communication skills. Ability to multitask and support individualized resident care plans.

Required Training:

Complete Cordia's orientation before beginning work with residents. Ongoing in-service education and training as required.

License/Certification:

LPN License required.

Medical Specialty:

Geriatrics.

Physical:

Must be able to perform the essential functions of the position and provide nursing and personal care support when needed.