



Confederated Tribes of the Colville Reservation

Human Resources Office P.O. Box 150 Nespelem, WA 99155
(800) 506-9434 (509) 634-2842 Fax (509) 634-2864 www.colvilletribes.com

POSITION: Resident Care Coordinator; Part Time
SALARY: \$28.89-\$34.31
REPORTS TO: Director of Nursing
LOCATION: CCT Convalescent Center, Nespelem, WA

BASIC FUNCTIONS: The Resident Care Coordinator is responsible for developing and maintaining resident care plans (preliminary and comprehensive), then completing and updating MDS 3.0 in conjunction with other professional service disciplines in accordance with the facility, state, and federal guidelines. The Resident Care Coordinator will uphold all policies of the Colville Tribal convalescent Center (CTCC) and the Colville Confederated Tribes.

MINIMUM QUALIFICATIONS:

Education and Training:

- Must possess a current license as a Registered Nurse in the state of Washington.
- Must have a minimum of three (3) years of experience as a staff nurse in a health care setting.

Knowledge, Skills, and Abilities:

- Knowledge of the MDS 3.0 process.
- Be an organized, focused person, able to formulate resident care plan and see them through to completion.
- Ensure all assessments are completed for each resident by all facility disciplines in accordance with facility, state, and federal guidelines.
- Must be able to work a flexible work schedule when needed.
- Must have knowledge of nursing and medical procedures and practices in a Long-Term Care setting.
- Must successfully clear a Criminal History Background Inquiry that indicates no felony or convictions.
- Must be able to make independent decisions.
- Must have basic computer and keyboarding skills.
- Must be able to work independently and be a part of the interdisciplinary team.
- Ability to develop a comprehensive care plan for each resident that upholds current facility, state, and federal guidelines and policies.
- Ability to identify potential resident problems; and provides care plans that ensure a safe lifestyle for the resident's day-to-day routines.
- Ability to ensure that each resident care plan includes measurable goals and proper timelines in order to meet the resident's medical, nursing, psychosocial needs that will be identified by the resident assessments.
- Is responsible to care, plan, monitor and manage residents with reoccurring behavior issues and/or on psychotropic medications.
- The ability to consult with all multi-disciplinary team members about the planning and delivery of care for each resident. Consults may be within and/or outside the facility as needed.
- Knowledgeable in conducting resident care conferences for each resident on a quarterly basis or as needed. Is also responsible to contact resident family/POA/Guardian and Multidisciplinary facility staff prior to the conference dates.
- Ability to oversee and assist in maintaining the Rehabilitation program to comply with facility, state, and federal guidelines.

NOTE: Safety Sensitive position. Pursuant to Tribal Policy, this position is subject to pre-employment, random, reasonable suspicion and post-accident drug testing.

TRIBAL MEMBER AND INDIAN PREFERENCE WILL APPLY; PREFERENCE WILL ALSO BE GIVEN TO HONORABLY DISCHARGED VETERANS WHO ARE MINIMALLY QUALIFIED WITHIN EACH INDIAN PREFERENCE CODE.

NEW: Effective May 12, 2014: All notifications from the Human Resources will be sent by E-mail, please make sure your e-mail address is entered on your application.

CLOSING DATE: Applications and supporting documents **MUST** be received in the Human Resources Office. This position is open till filled with weekly reviews.

INFORMATION: Confederated Tribes of the Colville Reservation
Human Resources Office
P. O. Box 150
Nespelem, WA 99155
(509) 634-2181
judy.zunie@colvilletribes.com

Must possess and maintain a valid Washington State driver's license and be eligible for the Tribes' Vehicle Insurance. In addition, this position may be subject to pre-employment background clearances. If applicable, these clearances must be maintained throughout employment.

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