



Winnebago County  
*The Wave of the Future*

## JOB POSTING

**POSITION TITLE:** RN/LPN

**LOCATION:** Park View Health Center

**PAY RANGE:** \$35.37 - \$48.75/Hr. RN  
\$27.25 - \$37.56/Hr. LPN

**STATUS:** Full time or Part time, NOC: 10:30PM-6:30AM with a shift differential of \$3/Hr.  
A weekend shift differential of \$2/Hr. starting at 6:30 AM Saturday to 6:30 AM Monday.

**APPLICATION DEADLINE: Recruitment will be ongoing**

Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Internal Department Transfer Form](#). Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).

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## WINNEBAGO COUNTY POSITION DESCRIPTION *September 2017*

**POSITION TITLE:** Registered Nurse

**DEPARTMENT:** Park View Health Center

**PAY BASIS:** Hourly

**PURPOSE AND SUMMARY:**

Ensures residents receive the necessary care and services, through a multi-disciplinary approach, to attain or maintain their highest practicable physical, mental and psychological well-being. Provides residents with the nursing care and assessment for establishing interventions within a plan of care and an environment which promotes maintenance or enhancement of their quality of life; all in accordance with Park View Health Center's policies and procedures, Federal and State regulations, the Nurse Practice Act, Standards of Nursing Practice, and the nursing assessment process.

**ESSENTIAL FUNCTIONS:**

1. Delivers skilled nursing care, administers medications as ordered, transcribes physician orders, and ensures that direct care is provided skillfully, safely, completely and accurately.

2. Manages, directs, and provides assignments to the certified nursing assistants by providing guidance-driven leadership in delegating direct nursing care tasks as appropriate. This includes assigning neighborhood tasks, monitoring the productive work flow of the neighborhood to ensure resident care is completed, providing clear communication with appropriate direction to the neighborhood team of CNAs, and providing follow-up guidance with education as needed.
3. Completes accurate nursing assessments in a timely manner. Identifies resident changes in condition, and directly assesses and observes residents with a change in condition. Documents within the medical record the observation and assessment of the resident change in condition. Follows up with appropriate changes to nursing short term care plan and nursing comprehensive care plan. Completes follow-up assessments for identified resident and neighborhood concerns.

#### **ADDITIONAL ESSENTIAL DUTIES:**

1. Accurately and timely documents resident assessments, pertinent resident focused information, weekly resident progress notes, resident/POAHC/Guardian notification, and notification of the resident's physician/physician extender within each resident medical record.
2. Critically thinks through resident concerns and forms problem-solving solutions by identifying interventions on resident short-term care plans, consulting with interdisciplinary team members, discussing concerns directly with residents and resident family members, and offering assessment information to RN neighborhood supervisors or the RN shift supervisor for further assessment for care planning interventions.
3. Maintains effective and professional communication with physicians, physician extenders, community healthcare entities (hospitals, clinics etc.), all interdisciplinary departments, supervisor's and administration to provide assessment information and communicates requests for consultation or guidance for resident focused concerns and changes in condition.
4. Understands the nursing department chain of command and reports acute incidences or concerns in a timely manner to RN Shift Supervisor and the RN Neighborhood Supervisor, if applicable.
5. Demonstrates ability to organize and prioritize daily assignments by effectively completing assigned nursing tasks within scheduled shift to include medication pass, resident assessments, documentation and transcription of physician orders.
6. Accurately and thoroughly completes transcription of newly signed physician orders, physician visits, consultant visits and documents the information within the resident's medical record.
7. Demonstrates flexibility in work hours and work assignments as assigned by maintaining the ability to adapt to a changing work environment and frequent interruptions. Staff nurses will work every-other-weekend and be assigned to a Holiday rotation schedule.
8. Monitors neighborhood supplies used for resident care to ensure appropriate quantities are maintained within each neighborhood, this includes but is not limited to; medications, skin or wound care supplies, tube feeding or oral nutritional supplements, foley catheters, and adaptive equipment.
9. Completes consents for medications and safety equipment by delivering education and obtaining signature from the consenting party.
10. Thoroughly assesses resident vital signs, labs, diagnostic tests, and consultation reports for acute concerns and will communicate concerns to primary physicians.
11. Participates in the admission, transfer, and discharge process for residents.
12. Functions as a resident advocate and responding promptly to requests and concerns.
13. Assists certified nursing assistants with resident direct care as they are able including but not limited to; transfer assistance, meal-time assistance, and obtaining vital signs.
14. Supports guidance and education in policy and procedure to prevent and prohibit mistreatment, neglect and abuse of residents or misappropriation of resident's property.

15. Demonstrates a professional demeanor by maintaining a positive and cooperative attitude towards assigned duties and responsibilities; exhibiting poise during stressful situations or incidences; delivering courteous effective communication with residents, visitors, all employees, interdisciplinary team members, supervisors and administration; and accepting of guidance, education and direction from nursing management
16. Performs other related duties as may be assigned.

#### **WORK RELATIONSHIPS:**

1. Reports to RN Shift Supervisor and RN Neighborhood Supervisor.
2. Works with PVHC staff, residents, and families.

#### **REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:**

1. Current valid licensure to practice as a Registered Nurse in the State of Wisconsin
2. Educational degree in nursing.
3. Certified in Basic Life Support (CPR) for the Health Care Provider.
4. Experience in geriatric nursing field is desirable.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Knowledgeable in nursing assessment skills for completing a physical head-to-toe assessment, assessment of physiological changes, and psychosocial needs.
2. Knowledgeable in effective communication with peers and supervisors to include verbal conversations, written correspondence, and active listening. Communication will be courteous and respectful to maintain good customer service in communication to all fellow employees, visitors, family members and residents.
3. Knowledgeable in infection control standards of practice for healthcare settings to include good handwashing, universal precautions, droplet precautions, contact precautions, airborne precautions, and use of protective personal equipment.
4. Knowledgeable in the assessment for incidences of resident or visitor cardio-pulmonary-arrest and in delivering emergency care CPR with use of an external defibrillator according to basic life support standards and emergency care guidelines, if indicated.
5. Knowledgeable in basic certified nursing assistant skills for direct resident care.
6. Knowledgeable in use of a computer to include skills with receiving and sending emails, computer documentation, accessing computerized educational modules, Microsoft Office applications, and demonstrate the ability to learn new software.
7. Knowledgeable in use of facility office equipment including but not limited to multi-line telephone, nurse call-system, android phones, fax machine, desk top computer, and laptop computer-on-wheels.

#### **PHYSICAL REQUIREMENTS:**

1. Ability to lift up to 50 pounds on an occasional basis.
2. Ability to lift and carry/push/pull up to 50 pounds on an occasional basis, and up to 25 pounds on a frequent basis.
3. Ability to stoop, kneel, bend, twist and reach (high and low) on an occasional basis.
4. Constant standing and walking for the majority of the shift with limited sitting.
5. Ability to hear conversation and speak clearly on a constant basis.
6. Ability to see both near and far and ability to distinguish between different shades and colors.

**WINNEBAGO COUNTY**  
**POSITION DESCRIPTION**  
*September 2017*

**POSITION TITLE:**     **Licensed Practical Nurse**

**DEPARTMENT:**       Park View Health Center

**PAY BASIS:**           Hourly

**PURPOSE AND SUMMARY:**

Ensures that each resident receives the necessary care and services, through a multi-disciplinary approach, to attain or maintain their highest practicable physical, mental and psychological well-being. Provides residents with the nursing care and assessment for establishing interventions within a plan of care and an environment which promotes maintenance or enhancement of their quality of life; all in accordance with Park View Health Center's policies and procedures, Federal and State regulations, the Nurse Practice Act, Standards of Nursing Practice, and the nursing assessment process.

**ESSENTIAL FUNCTIONS:**

4.     Delivers skilled nursing care, administers medications as ordered, transcribes physician orders, and ensures that direct care is provided skillfully, safely, completely and accurately.
5.     Manages, directs, and provides assignments to the certified nursing assistants by providing guidance-driven leadership in delegating direct nursing care tasks as appropriate. This includes assigning neighborhood tasks, monitoring the productive work flow of the neighborhood to ensure resident care is completed, providing clear communication with appropriate direction to the neighborhood team of CNAs, and providing follow-up guidance with education as needed.
6.     Completes accurate nursing assessments in a timely manner. Identifies resident changes in condition, and directly assesses and observes residents with a change in condition. Documents within the medical record the observation and assessment of the resident change in condition. Communicates concerns to a Registered Nurse Supervisor to ensure acute conditions are assessed by an RN. Follows up with appropriate changes to nursing short term care plan and nursing comprehensive care plan. Completes follow-up assessments for identified resident and neighborhood concerns.

**ADDITIONAL ESSENTIAL DUTIES:**

17.    Accurately and timely documents resident assessments, pertinent resident focused information, weekly resident progress notes, resident/POAHC/Guardian notification, and notification of the resident's physician/physician extender within each resident medical record.
18.    Critically thinks through resident concerns and forms problem-solving solutions by identifying interventions on resident short-term care plans, consulting with interdisciplinary team members, discussing concerns directly with residents and resident

- family members, and offering assessment information to RN neighborhood supervisors or the RN shift supervisor for further assessment for care planning interventions.
19. Maintains effective and professional communication with physicians, physician extenders, community healthcare entities (hospitals, clinics etc.), all interdisciplinary departments, supervisor's and administration to provide assessment information and communicates requests for consultation or guidance for resident focused concerns and changes in condition.
  20. Understands the nursing department chain of command and reports acute incidences or concerns in a timely manner to RN Shift Supervisor and the RN Neighborhood Supervisor, if applicable.
  21. Demonstrates ability to organize and prioritize daily assignments by effectively completing assigned nursing tasks within scheduled shift to include medication pass, resident assessments, documentation and transcription of physician orders.
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  28. Functions as a resident advocate and responding promptly to requests and concerns.
  29. Assists certified nursing assistants with resident direct care as they are able including but not limited to; transfer assistance, meal-time assistance, and obtaining vital signs.
  30. Supports guidance and education in policy and procedure to prevent and prohibit mistreatment, neglect and abuse of residents or misappropriation of resident's property.
  31. Demonstrates a professional demeanor by maintaining a positive and cooperative attitude towards assigned duties and responsibilities; exhibiting poise during stressful situations or incidences; delivering courteous effective communication with residents, visitors, all employees, interdisciplinary team members, supervisors and administration; and accepting of guidance, education and direction from nursing management
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#### **REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:**

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