



POSITION DESCRIPTION

Position Title:	Team Lead, LVN, RN	FLSA Status:	Non-Exempt
Division:	St. Joseph Center	Salary Grade:	7
Department:	Regina Residence	Department Code:	4300
Reports To:	RN Supervisor	Last Update:	1/13/2022

Position Summary: Within the framework of the Operational Philosophy and Goals of the Special Care Unit, organizes the activities of the Nursing Team for the shift in such a manner as to achieve competent and safe nursing care while respecting the uniqueness of each resident. The Team Leader is responsible for the performance of the nursing care team for the shift.

*Residents are referred to as patients in the essential functions outlined below.

Essential Functions:

- Works with the Administrator & RN Supervisor to ensure that the Mission and Values of the CSJ Sisters and St. Joseph Center are implemented into the care that is provided to all patients (residents) at Regina Residence.
- Is knowledgeable about the health status & care needs of each patient and addresses these needs based on the person-centered care philosophy.
- Administers medication and treatments in a safe and timely manner.
- Implements physician's orders for each patient with accuracy, thoroughness and understanding and in accordance with pharmacy policy.
- Responds professionally, swiftly, and appropriately in the event of an emergency (i.e. medical emergency, fire, earthquake).
- Documents summary of patient's condition as needed and on a regular basis in patient's chart.
- Communicates changes of condition to the appropriate individual(s) (i.e. RN Supervisor, POA, next of kin).
- Organizes, coordinates, and supervises the nursing care team (CNA's) to provide quality nursing care and ensures that call lights are answered in a timely manner (<5 minutes).
- Assists in orienting, teaching, and evaluating the certified nursing assistants.
- Actively participates in the development of the care team assignments and patient care plans.
- Attends and actively participates in weekly care meetings and monthly Team Leader meetings.
- Makes rounds throughout the shift to evaluate the health status & care needs of each patient and follows through with appropriate action as needed.
- Actively participates in the St. Joseph Center Safety Program and follows all safety protocol.
- Helps to maintain a neat, clean, and safe work environment.
- Communicates effectively with the previous and on-coming shifts (i.e. shift change report).



- Attends seminars and workshops pertinent to elder care as assigned by Administrator and/or RN Supervisor.
- Observes the infection control and universal precautions policies and procedures.
- Maintains a thorough working knowledge of the clinical policy and procedure manuals.
- Monitors the use of medical supplies for the shift and informs appropriate personnel for re-order.
- Assists with patient care as necessary or on request of team members including, but not limited to, accepting patient assignments and performing specific direct patient care tasks (i.e. toileting, bathing).
- Checks emergency equipment daily per shift (i.e. delayed egress door).
- Assesses staffing levels based on patient care needs mindful of the impact on budget; adjusts staffing as necessary and/or as requested by Administrator and/or RN Supervisor.
- Performs other duties as assigned.

Position Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed and described below are representative of knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience Requirements: Current RN or LVN license with one-year experience as a licensed nurse or worked as a licensed nurse within the last 5 years. Current BLS Certificate, IV certification, Team Leader or supervisor experience and elder care including dementia care training, preferred.

Skill Requirements:

- Knowledge of and proficiency with various work order computer software applications and ability to learn new programs. Ability to operate standard office equipment.
- Ability to interact in a constructive manner with a variety of cognately and physically impaired elder residents
- Ability to exercise leadership coupled with tolerance and understanding, as well as with appreciation and respect for special abilities and skills of others
- Must be able to communicate well in both spoken and written English. Effective verbal and writing skills
- Ability to work in an atmosphere with frequent interruptions, changes in workload priorities.
- Ability to come to work and scheduled and consistently demonstrate dependability and punctuality.

Physical Demands:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and reach with hands and arms. Ability to push/pull beds, gurneys, carts, or other equipment. Ability to grasp firmly with both hands and use fingers to manipulate small object. The employee is frequently required to stand, walk, balance, stoop, kneel, crouch, and bend. The employee is occasionally required to sit, actively listen, taste and/or smell. The employee must frequently lift and carry equipment up to 50 pounds. Ability to assist in lifting and moving patients, transferring patients, and support the patients to the floor/bed. Ability to bend repeatedly at the waist throughout the workday. Ability to perform rapid mental muscular



coordination simultaneously. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Working Conditions:

While performing the duties of this job, the employee will most likely be required to work indoors. Employee is regularly exposed to the risk of blood borne pathogens and may be exposed to infections and contagious disease. Employee is regularly exposed to hazards from electrical, mechanical, power equipment, housekeeping, cleaning agents, and chemical fumes. Employee is occasionally exposed to unpleasant patients and will be in contact with patients under a wide variety of circumstances. Employee is subject to many interruptions, multiple calls and inquiries. Employee is subject to irregular hours and will be asked to handle replacements on short notices.

Required Protective Equipment:

Gloves, mask, gowns and goggles are available to be used when appropriate as stated in the Safety and Infection Control Policy.

Essential Values-Based, Leadership and Management Competencies: Demonstrates competencies in line with the four core values that are the foundation of all activities performed by employees in order to achieve the Mission of the Sisters of St. Joseph of Orange.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities.

I have read and understand this position description.

Employee's Signature: _____ Date: _____

Print Name: _____

Supervisor's Signature: _____ Date: _____

Print Name: _____