

Hospital Sisters of St. Francis

Position Description

Position Title: Manager of Loretto Home
Reports to: Administrator
Department: Community Health Services
Originally Written: 9-10-02 Last Revised: 9-21-21 Last Reviewed:

Approved by: _____
Administrator

Position Summary:

Assesses, plans, implements, and evaluates nursing care for residents of Loretto Home. Works closely with the Sisters, Community Life Leaders, and in consultation with primary care providers to reach appropriate health care decisions.

Responsibilities: (Percent of Time)

1. Planning and Organizing (50%)
 - a. Develops, updates, and maintains department directives and contributes to policies.
 - b. Develops department goals and objectives.
 - c. Demonstrates decision making and problem solving skills.
 - d. Makes personnel decisions that are consistent with the Core Values.
 - e. Plans department work flow and schedules.
 - f. Communicates effectively.
 - g. Maintains behavior that is appropriate and consistent with a management position.
 - h. Establishes and maintains a staff utilization system that is versatile and places staff at point of need.
 - i. Promotes an environment that encourages open communication among Sisters and staff and is sensitive to the Sisters' personal, social, and spiritual needs.
 - j. Maintains the OTC Medicine area for Loretto Home and Motherhouse Sisters, this includes ordering and restocking.

2. Directing (25%)
 - a. Directs department activities in accord with adopted policy and directives.
 - b. Strives to motivate employees by improving their opportunity for achievement, recognition, and advancement.
 - c. Provides coaching and training for staff.
 - d. Evaluates staff and department performance.
 - e. Ensures that the "Nursing Standards of Care" are defined, practiced and evaluated.

- f. Coordinates all elements of health services provided at the Motherhouse with the local health care system to meet the needs of each Sister.
- g. Works in conjunction with the local leaders to identify any issues and implement the needed direction such as doctor referral, team conference, or guidelines to be established for a resident.
- h. Monitors the daily care of residents to ensure that all personal needs are met by proper hygiene, care of clothing and resident living area.
- i. Diplomatically works with staff to maintain teamwork in all areas of Loretto Home.
- j. Attends and presents information regarding Loretto Home residents at the health updated meeting with Local Leaders.
- k. Provides on-call coverage for all three shifts, seven days per week on a rotating basis with Assistant Manager and Nurse Educator.
- l. Directs medication distribution to ensure accuracy of medications, MARS and information to accounting.
- m. Maintains and monitors the over the counter med room by dispensing meds to Loretto Home, ordering, and restocking med room.
- n. Conducts regular staff meetings to distribute necessary information to staff.

3. Controlling (20%)

- a. Maintains appropriate records.
- b. Strives for continuous improvement of department's performance.
- c. Prepares and monitors department annual budget and justifies variances exceeding 2½%.
- d. Evaluates nursing skills and interventions.
- e. Directs Loretto Home staff to ensure continuous and quality nursing performance.
- f. May drive Hospital Sisters of St. Francis vehicles on occasion.
- g. Works in direct nursing care when needed.

4. Education (5%)

- a. Responsible for securing CEU's to maintain professional license.
- b. Attends inservices and workshops to enhance professional growth.
- c. Attends management meetings as assigned.

5. Work Ethics and Interpersonal Relationships (All the time)

- a. Understand and applies Core Values.
- b. Works within scope of authority adhering to rules, regulations, and policies.
- c. Exemplifies nursing ethics for staff.
- d. Responsible for own actions and decisions.

6. Safety/Body Mechanics (All the time)
 - a. Practices good, safe work habits and follows all safety mandates, expectations, and regulations.

Relationships:

Has daily contact with Sisters and employees. Regular communication with the Administrator, Community Life Leader, and Assistant Manager.

Qualifications:

1. Educational:
 - a. Graduate from an accredited school of nursing.
 - b. Licensed as a Registered Professional Nurse in the State of Illinois.
 - c. BSN preferred.
2. Experience: Five years of nursing experience with a minimum of two years in a management or supervisory capacity. Geriatric experience preferred.
3. Personal:
 - a. Possesses demonstrated leadership skills.
 - b. Possesses strong communication and interpersonal skills.
 - c. Sensitivity in handling confidential information.
 - d. Organizational and planning skills are required.
 - e. Valid Illinois driver's license and good driving record.

Working Conditions:

1. May be exposed to unpleasant odors, areas of high humidity, body secretions, cleaning chemicals, infections, communicable diseases, and disturbed or disoriented residents daily.
2. Possibility of occupational exposure to blood or other potentially infectious material.
3. Possibility of injury due to carelessness, improper use of equipment, or improper body mechanics.
4. May lift up to 50 pounds.
5. Must be capable of pushing items weighing up to 24 lbs. and pulling up to 36 lbs.

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, duties, and skills required of personnel so classified.