

JOB ANNOUNCEMENT

POSITION TITLE: **MDS Coordinator**

SUPERVISOR: DIRECTOR OF NURSING/ASSISTANT DIRECTOR OF NURSING

OPENING DATE: Monday, May 18, 2020

CLOSING DATE: Friday, May 22, 2020

LOCATION: CHOCTAW RESIDENTIAL CENTER

SCOPE OF SERVICE AND EFFECT:

The primary purpose of our job position is to conduct and coordinate the development and completion of the resident assessment in accordance with the requirements of this state and the policies and goal of the facility.

Physical Demands:

Good physical and mental health, emotional stability and maturity. Must be able to withstand physical activity. Finger and hand dexterity to handle and manipulate instruments and equipment. Visual and aural acuity to detect changes in Resident's condition.

Must be able to work independently, have flexibility, personal integrity, and the ability to work effectively with residents, personnel, and support agencies.

SPECIAL DEMANDS:

Must have a genuine interest in geriatric nursing, ability to supervise and administer verbal and written orders. Willingness to work with realization that errors and incompetence may have serious consequences for Residents. Understanding, patience and tact in dealing with Residents, families, visitors, and employees. Memory for details. Ability to maintain good working relationships with co-workers. Initiate and use judgment in determining needs of nursing service and maintaining Resident care in conformance to nursing home regulations. Skill in identifying problems and in planning their solution.

MEDICAL:

Must have an annual medical examination.

QUALIFICATIONS:

Education: Graduation from an accredited school of nursing; current registration in Mississippi as a Registered Nurse.

TRAINING AND EXPERIENCE:

Previous experience with assessments a must. Highly detailed oriented and organized needed. Registered Nursing duties in LTC with understanding of State and Federal regulations a must. Licensed as a Registered Nurse in the State of Mississippi in good standing with no restrictions a must.

JOB KNOWLEDGE:

Knowledge of general nursing theory and practice, including basic knowledge related to nursing such as drugs, biological, physical, social and medical sciences and their application for the better understanding of Resident care issues. Thorough knowledge of principles and methods involved in in-service instruction of nursing and auxiliary personnel, in demonstrating techniques and methods of Resident-care services, and instructions of resident's needs. Familiarity with policies, regulations and procedures of the nursing home environment. Alertness and skills in recognizing and identifying symptoms, with judgment and dependability. Ability to work congenially with others and under direction. Must be proficient in the MDS terms and regulations.

PROFESSIONAL REQUIREMENTS:

Devotion to standards and principles of professional organizations, competence in supervision and leadership and vision in planning and adaptability to change. Displays ability and evidence of a desire for growth in profession.

WORKING HOURS:

An eight (8) hour shift. Work according to assigned shift as directed by the Director of Nursing or Administrator to ensure adequate coverage. Forty (40) hours per week as assigned. May include weekends, nights, holidays and overtime. Requires on-call status as assigned.

IF INTERESTED, YOU MAY COMPLETE AN APPLICATION IN THE BUSINESS OFFICE AT CHOCTAW RESIDENTIAL CENTER, 135 RESIDENTIAL CENTER ROAD, CHOCTAW, MS 39350, MONDAY THRU FRIDAY – 8:30 A.M. TO 4:00 P.M.

Due to COVID-19 concerns we are encouraging applicant to email, mail, or fax applications into the facility, but we will accept them at the front door.

Address:

**Choctaw Residential Center
135 Residential Center Road
Choctaw, MS 39350**

Email: admassist@choctawrc.com

Fax: 601-656-0670