



MESCALERO APACHE TRIBE

JOB ANNOUNCEMENT

Position Title: MDS Coordinator/Infection Control Nurse
Department: Mescalero Care Center
Employment Status: E-3 Exempt **Salary:** DOE
Opening date: August 12, 2020 **open until fill**

Job Summary

The **MDS Coordinator** is responsible for maintain and processing MDS Data, as a member to the interdisciplinary team, resident medical record and health information systems in accordance with current Federal and State regulations. MDS will coordinate delivery of services to managed care and Medicare/Medicaid residents in collaboration with the facility's team members. MDS Coordinator ensures that all documentation in the facility meets all federal and state regulations. MDS Coordinator monitor.

The **Infection Control Nurse** is responsible for identifying, investigating, monitoring, and reporting healthcare-associated infections. The IP collaborates with teams and individuals to create infection prevention strategies, provide feedback, and sustain infections prevention strategies.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

Minimum Qualifications

- Graduate of an accredited school of nursing with Associate's degree, preferred
- Current, active license as Registered Nurse in New Mexico.
- Must have MDS experience in a long- term care setting.

MDS Coordinator Performance Requirements:

- Conduct a thorough assessment and document each resident's medical status upon admission and throughout the resident's course of treatment.
- Under the supervision of the Director of nursing, assist in the implementation of the resident's treatment plan.
- Provide routine nursing services for residents as directed by the Director of Nursing.
- Comply with evaluation, treatment and documentation guidelines of consulate health care.
- Provide innovative, responsible healthcare with the creation and implementation of new ideas and concepts that continually improve systems and processes to achieve superior results.
- Monitors and documents the cost effectiveness of treatment provided, facilitates and coordinates the admission and discharge process, serves as the resident and family advocate and acts as a liaison to insurance and medical management professionals.
- Coordinates delivery of services managed care and Medicare/Medicaid residents in collaboration with the facility's team members.
- Demonstrates knowledge of and respect for the rights, dignity and individuality of each residents in all interactions. Demonstrates competency in the protection and promotion of resident rights. Able to act as role model for facility staff.

- Demonstrates satisfactory level of interpersonal skill to interact with facility administration, community and government agencies, and interdisciplinary staff.
- Able to understand and to follow written and/or verbal directions. Able to express self adequately in oral and/or written communication. Able to communicate effectively with staff members, other professional staff, consultants and residents | interdisciplinary care setting and to government agencies.
- Current knowledge of state and federal laws and regulations that apply to MDS requirements of nursing in long-term care.
- Carries out all duties in accord with the facility mission and philosophy.
- Appreciates the importance of maintaining confidentiality of resident and facility information.
- Demonstrates honesty and integrity at all times in the care and use of resident and facility property.
- Knowledge of emergency and disaster procedures of facility. Able to locate nearest exit, to understand and respond to written or oral instructions in case of emergency.
- Sufficient mobility and strength to move freely through the building, to assure resident safety at all times and to assist, transfer or otherwise move residents of facility out of danger in case of emergency.
- Demonstrates respect for co-workers and responds to needs of residents by complying with facility policies on attendance and punctuality and dress code. Able to arrive, to begin work on time, and to respond to facility needs 24 hours a day, 7 days a week.
- Working knowledge and ability to comply with facility policies and procedures for workplace safety including infection control procedures, application of universal precautions for blood borne pathogens, use of personal protective equipment and handling of hazardous materials.
- Demonstrates ability to prioritize responsibilities and complete projects within allotted time.
- Able to respond to change productively and to handle additional projects as delegated.
- Able to carry out the essential functions of this job (with or without reasonable accommodation) without posing specific, current risk of substantial harm to health and safety to self and others.

Infection Control Nurse Performance requirements:

- Carries out all duties in accord with the facility missions and philosophy.
- Demonstrates knowledge of and respect for the rights, dignity, and individuality of each resident in all interactions.
- Demonstrates the understanding of the importance of confidentiality of residents and facility information.
- Demonstrates Honesty and integrity at all times in the care and use of resident and facility property.
- Able to understand and to follow written and verbal direction. Effectively communicate with staff members and residents through verbal and/or written means.
- Knowledge of geriatric and general chronic care nursing principles and professional standards of nursing practice and ability to apply to resident specific circumstances. Identify, implement and evaluate appropriate objectives and interventions for residents.
- Demonstrated competency in clinical skills needed for facility resident population.
- Working knowledge of laws and regulations that influence provision of care and services in nursing facilities.
- Sufficient organizational and interpersonal skills to assign, motivate staff, elicit work output, improve quality and interact effectively with residents, families, interdisciplinary team members, administration, government officials, consultants and others in addition to staff.
- Knowledge of emergency and disaster procedures of facility. Able to locate nearest exit, to understand and respond to written and oral instruction in case of emergency.

- Sufficient mobility and strength to move freely through the building, to assure resident safety at all times. Assist transfer or to otherwise move residents of facility out of danger in case of emergency.
- Demonstrates respect for co-workers and responds to needs of residents by complying with facility policies on attendance and punctuality and dress code. Able to arrive and begin work on time and to report for duty on all shifts, weekends and holidays.
- Working knowledge and ability to comply with facility policies for work place safety including infection control procedures, application of universal precautions for blood borne pathogens, use of personal protective equipment and handling of hazardous materials.
- Demonstrates ability to prioritize tasks/responsibilities and complete duties/projects within allotted time.
- Able to respond to change productively and to handle additional tasks/projects as assigned.
- Able to carry out the essential functions of this job (with or without reasonable accommodation) without posing specific, current risk of substantial harm to health and safety of self or others.
- Performs other duties as assigned.

Physical Demands

While performing the duties of this job, the employee regularly is required to sit; stand; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The employee frequently is required to climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment

Work is generally performed in indoors, patient homes and ambulance settings in emergency and extremely stressful situations. Noise level is high and frequent exposure to alarms and hazards. Exposure to outdoor weather conditions, fumes or airborne particles, smoke, toxic or caustic chemicals, blood borne pathogens, hazardous material and infectious disease. Situations occur where surgical masks, safety goggles, gloves and protective face shields are needed. Evening, weekend, and/or holiday work will be required.

How to apply: Submit resume or Tribal application to Mescalero Human Resources.