

north shore senior center

JOB TITLE: Nurse Care Manager

EMPLOYER: North Shore Senior Center

FLSA STATUS: Exempt

LOCATION: House of Welcome Adult Day Services, Arthur C. Nielsen, Jr. Campus, Northfield, IL

PT/FT: FT (35 hours/week)

Are you passionate about serving older adults? Would you like to make a difference in the lives of those we serve? If you answered yes, then you will enjoy working at North Shore Senior Center! We are in search of a Nurse Care Manager for our Adult Day Services Program.

NSSC is a small non-profit social services agency with just over 100 employees. For the fourth year in a row, Chicago Tribune has recognized NSSC as a Top Workplace in the Chicagoland area. We are looking for someone who will bring their experience and passion to support the independence and well-being of older adults.

SUMMARY: The House of Welcome (HOW) Adult Day Services is a specialized dementia adult day program that offers participants structured, therapeutic, small-group activities in a comfortable, homelike setting. The Nurse Care Manager is responsible for care management, nursing services, and participant care for HOW participants, with additional leadership, management, and supervisory responsibilities.

DUTIES AND RESPONSIBILITIES:

- Provides care management and support to family caregivers of Day Program participants, including working with other staff to develop and maintain care plans and providing information and referrals about community resources and supportive services
- Coordinates and provides nursing services for participants, including managing/dispensing medications and associated record keeping, and monitoring health/medical status and needs
- Communicates with family members about participant issues
- Collaborates with Program Manager for day-to-day program management, overseeing day program participants, staff, and volunteers
- May provide community and professional education programs and community outreach
- Supervises staff and kitchen
- Responsible for care and safety of program participants, physically assisting them with activities of daily living, monitoring their whereabouts and needs, and monitoring the environment
- Assists with orienting, training, and supervising HOW staff, students/interns, and volunteers
- Communicates regularly and effectively with HOW team and works effectively as a team member
- As part of the HOW management team, assists Director with program management and development
- Demonstrates knowledge of Alzheimer's disease and other dementias
- Demonstrates proficiency in person-centered dementia care

SUPERVISORY RESPONSIBILITIES:

- Directly supervises up to 4 employees
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS:

- RN: Illinois license required
- Minimum of 3 years RN work experience, including supervisory experience
- Knowledge of the aging process and chronic disorders including Alzheimer's disease and other dementias
- Experience with providing person-centered dementia care
- Ability to work on a team in a group setting
- Ability to function independently
- Management skills
- At least 5 years clinical experience with older adults
- 1-3 years supervisory experience
- Computer skills required: Microsoft Office Suite; ability to learn internal proprietary database
- First Aid Certification/administration required
- State of IL Dept. of Public Health Food Service Sanitation Certification
- Other skills required:
 - Skills and experience in working with older adults
 - Maturity, reliability, flexibility
 - Ability to work in a fast-paced group setting
 - Must be available to work occasional evenings and weekends to support Center meetings/events or participant and participants' family needs

To be considered for this position, please send your resume and salary requirements to hr@nssc.org.

EOE: North Shore Senior Center is an equal opportunity employer; applicants are considered for all positions without regard to race (including traits associated with race including, but not limited to, hair texture and protective hairstyles such as braids, locks and twists), color, religion, sex (including pregnancy, gender identity, and sexual orientation), marital status, parental status, national origin, age, disability, veteran status, genetic information, or any other status protected by applicable federal, state or local law.