



**School Sisters
of Notre Dame**
Central Pacific Province

Position Title: Charge Nurse

Department: Healthcare

Shifts Available: Full-time or Part-time available. Flexible with hours.

- **Days:** 6:00a.m. – 2:30p.m.
- **Evenings:** 2:00p.m. – 10:30p.m.
- **Nights:** 10:15p.m. – 6:45am

General Statement of Duties:

The RN/LPN Charge Nurse is responsible for coordinating the individualized resident service plan within the philosophy and mission of the School Sisters of Notre Dame (SSND).

Essential Duties and Responsibilities

- Integrate the mission of the School Sisters of Notre Dame in work environment
- Maintain positive relationships
- Conduct oneself in a professional manner
- Know and carry out health care policies and procedures
- Provide quality nursing care during assigned shift
- Participate in development of resident care plans, modify care plans to reflect current health status and properly utilize plans
- Be responsible for documentation and charting information
- Report changes in a sister's condition to health care director
- Prepare, administer and record medications according to facility policy
- Follow infection control and safety policies
- Provide supervision for nursing assistants on shift and assist NAs with difficult assignments
- Follow safety procedures
- Maintain an orderly and presentable office and work area at all times
- Act as a role model for all health care staff
- Perform other tasks as assigned by health care director
- Attend workshops, in-services and Hill employee meetings as required

Basic Qualifications:

- Graduate of state approved RN or LPN nursing program

- Current unencumbered Minnesota license
- Experience in geriatrics preferred
- Positive attitude
- Ability to speak, read and write English
- Ability to prioritize duties and supervise personnel
- Good written and verbal communication skills
- Good assessment and problem-solving skills
- Basic computer skills
- Ability to cope with mental and emotional stress
- Ability to lift a minimum of 75 pounds
- Ability to see and hear or use prosthetics
- Ability to take leadership

If you are interested in this position please complete an application.

If you have any questions please contact

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