

**SCHOOL SISTERS OF NOTRE DAME  
CENTRAL PACIFIC PROVINCE  
Job Title: Part-Time Evening Charge Nurse (RN or LPN)**

**POSTED DATE:** 6/22/2021

**LOCATION:** Mankato

**DEPARTMENT:** Health Care

**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

**JOB TYPE:** Part-time (40 hours per two weeks). Every-other weekend and every-other holiday required. Evening shift: 2:00 to 10:30pm

**BENEFIT ELIGIBLE:** 403(b) retirement plan, PTO, Paid holidays

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

**If you have questions contact**

**Rachal Depuydt, Human Resources**  
**507-389-4288**  
**[rdepuydt@ssndcp.org](mailto:rdepuydt@ssndcp.org)**