

**SCHOOL SISTERS OF NOTRE DAME
CENTRAL PACIFIC PROVINCE
Job Title: Registered Nurse**

Date: 11/3/2020

Location: Elm Grove, WI

Department: Health Services

General Summary:

The Registered Nurse is licensed by the State of Wisconsin and practices according to the standards of practice for Registered Nurses as outlined in the Wisconsin Statutes and Administrative Code. He/she is responsible for coordinating the individualized resident service plan within the philosophy and mission of the School Sisters of Notre Dame (SSND). The Registered Nurse also has supervisory responsibility over the Licensed Practical Nurses and Nursing Assistants.

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 and when on-call.
- Participate in development of resident's plan of care.
- Be responsible for documentation and charting information.
- Document changes in a Sister's condition and report to physician, Community Leader, and any other necessary individuals, as applicable.
- Prepare, administer and record medications according to facility policy.
- Follow infection control policies.
- Follow safety policies and procedures.
- Provide supervision over the LPNs.
- Provide supervision over the Nursing Assistants on shift and assist with difficult assignments as necessary.
- Prepare and conduct the annual reviews for the LPNs and Nursing Assistants.
- Attend collaborative, interdisciplinary team meetings as scheduled.
- Be able to be on-call per rotation and respond as appropriate.
- Be able to work weekend rotation.
- Act as a role model for all health care staff.
- Perform other tasks as assigned by Administrator/designee.
- Attend in-services and employee meetings as required.
- Coordinates at least one health services specialty area and/or in-service for staff and residents.

Education and Experience

- Graduate of a state approved RN nursing program
- Current unencumbered Wisconsin license
- Two (2) years of progressive nursing experience
- Experience in geriatrics preferred

Knowledge, Skills and Abilities

- General interest and knowledge of geriatric nursing
- Positive attitude
- Ability to speak, read and write English
- Ability to prioritize duties and supervise personnel
- Good written and verbal communication skills
- Possesses a high degree of professionalism, tact, courtesy and skill needed to interact with staff, residents, family, other departmental personnel and outside agencies regarding residents.
- Good assessment and problem solving skills
- Basic computer skills
- Ability to cope with mental and emotional stress
- Ability to lift a minimum of 50 pounds
- Ability to see and hear or use prosthetics
- Ability to take leadership
- Communicates effectively with staff and residents through verbal and/or written means.

Job Type: Full-time

Benefit Eligible: Medical, Dental & Vision Insurance, Life Insurance, STD & LTD Benefits, 403(b) Retirement Benefits, Paid Time Off & Holiday Pay

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

If you have any questions contact:

Lindsey Van Beck, Human Resources

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