| **MESCALERO APACHE TRIBE** |
| **Position Description** |

Position Title: MDS/RN Coordinator
Department: Mescalero Care Center
Supervisor: Director of Nursing
Status: Non-Exempt
Grade: NE9

<center>****OPEN UNTIL FILLED****</center>

Job Summary

The incumbent will work under the direction of the Director of Nursing (DON) responsible for maintaining and processing DS Data, resident medical record and health information systems in accordance with current Federal and state regulations. Will ensure delivery of service of services to manage care and Medicare/Medicaid residents in collaboration with the facility's team members. Monitors and documents the cost effectiveness of treatment provided, facilitates and coordinates the admission and discharge process.

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.

Duties and Responsibilities

- Conducts and documents a thorough assessment of each resident's medical status upon admission and throughout the resident's course of treatment.
- Provides routine nursing services for residents as directed by the DON.
- Complies with evaluation, treatment and documentation guidelines of consulate health care.
- Provides 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 processes reviewing to make the processes better and more effective.
- Serves as the resident and family advocate and acts as a liaison to insurance and medical management professionals.
- Coordinates the entire RAI process assuring the accuracy, timeliness and completeness of all federal and state certification guidelines.
- Assist the DON with ensuring that all documentation in the facility meets all federal and state requirements and surveys.
- Helps on the floor as an RN when short staffed or as requested.
- Prioritizes and completes tasks timely.
- Takes direction well and positive at all times.
- Many other duties as assigned.

Minimum Qualifications

- High School Diploma or GED.
- Graduate of accredited school of nursing.
- Current/active license as a registered nurse in NM.

- A minimum of 2 years' MDS experience working in a long term care facility.
- Must pass a thorough background and drug test.
- Must possess and maintain a valid NM Driver's license.
- Must possess a positive attitude and be able to work with a diverse workforce.
- Must be team oriented.
- Maintains a high level of confidentiality.

Knowledge, Skills and Abilities
- Demonstrates knowledge of and respect for the rights, dignity and individually of each resident in all interactions.
- Ability to follow facility processes and procedures with consistency.
- Ability to prioritize and complete projects an duties.
- Demonstrates competency in the protection and promotions of resident rights.
- Ability to act as role model for the facility.
- Knowledge in all state, federal and tribal laws related to the facility and must maintain compliance with consistency.
- Ability to follow written and verbal instructions and directions completing task at all times in a positive manner.
- Ability to lead with a positive attitude and kindness.
- Ability to demonstrate positive interpersonal skills including positive interaction with all staff, residents and guest at the facility.
- Knowledge in MSD processes and procedures.
- Knowledge of safety protocols and in emergency situations.
- RN knowledge.

Physical Demands
While performing the duties of this job, the employee regularly is required to stand, walk, lift, bend, sit; use hands, arms and fingers to handle, patients. The employee must occasionally lift and/or move up to 100 pounds.

Work Environment
Work is generally performed in a hospital setting with a little noise level.

Signatures:

_____   _____
Employee Signature   Date

_____   _____
Supervisor Signature   Date

Mescalero Apache Preference Applies