



**JOB DESCRIPTION**  
**Charge Nurse-RN**

**Position Title:** Charge Nurse-RN  
**Department:** Health Care Center  
**Exempt Status:** Non-Exempt  
**Supervisor:** Director of Nursing

**GENERAL SUMMARY:**

The Charge Nurse is an RN responsible for the overall nursing care/service on their shift, including the accurate and timely administration of medications, treatments, documentation and emergency calls as indicated. Collaborates with physicians and multidisciplinary team members; providing physical and psychological support to residents, friends, and families; supervising assigned team members.

**PRINCIPLE DUTIES:**

**Essential Job Duties:**

1. Administers medications and treatments, including, but not limited to: dressings, catheterization, wound care, IV's, suctioning, oxygen, etc.
2. Responsible for the Unit and supervising certified nursing assistants and restorative nursing assistants.
3. Assists in direct resident care as necessary.
4. Protects residents and employees by adhering to infection-control policies and protocols, medication administration and storage procedures, and controlled substance regulations.
5. Resolves resident problems and needs by utilizing multidisciplinary team strategies.
6. Maintains accurate documentation of medication administered and care rendered.
7. Responsible for giving and receiving shift reports.



8. Maintains continuity among nursing teams by documenting and communicating actions, irregularities, and continuing needs.
9. Interfaces with other disciplines to assure continuity of care and services.
10. The Charge Nurse RN is the supervisor in charge in the absence of the Director of Nursing.

**Other Duties:**

1. Assists in admission and discharge procedures.
2. Responds to resident emergency call system as indicated.
3. Makes rounds with physicians and transcribes orders.
4. Keeps physician and family aware of change in resident's condition.
5. Maintains the self-respect, personal dignity, and physical safety of each patient.
6. Assures continuity of services and care.
7. Attends in-service training and education sessions, as assigned.
8. Performs specific work duties and emergency needs in assisted living facility.
9. Performs specific work duties and responsibilities assigned by supervisor.

**HOSPITALITY FOCUS:**

Aldersly fully embraces a culture of hospitality. To that end, we include the following hospitality promises as a guide for our interpersonal interactions with residents, co-workers, and guests:

1. We greet residents, employees and guests warmly, by name and with a smile.
2. We treat everyone with courteous respect.
3. We strive to anticipate resident, employee and guest needs and act accordingly.
4. We listen and respond enthusiastically in a timely manner.



5. We hold ourselves and one another accountable.
6. We embrace and value our differences.
7. We make residents, employees and guests feel important.
8. We ask "Is there anything else I can do for you?"
9. We maintain high levels of professionalism, both in conduct and appearance, at all times.
10. We pay attention to details.

**WELLNESS FOCUS:**

Aldersly employees are expected to promote a healthy community culture for all residents and employees. This is a whole-person approach to health and wellness which includes eight dimensions of wellness: Emotional, Environmental, Health Services, Intellectual, Physical, Social, Spiritual and Vocational. Through these efforts we can ensure and exceed residents' wellness needs relating to their mind, body and soul, which may also have a positive effect on the employees, as a result.

**QUALIFICATIONS:**

1. RN currently licensed by the State.
2. Previous experience supervising staff.
3. Prior experience or education working with Geriatric population.
4. Current CPR certification

**PHYSICAL REQUIREMENTS/WORKING CONDITIONS:**

Frequent standing, stooping, bending, stretching, squatting; must be able to stand/walk for up to 85% of the work day; must be able to lift , transfer, turn and position residents weighing up to 125 lbs. unassisted, or with the assistance of one for a resident weighing over 125 lbs. May be subjected to offensive odors and combative behavior. Must be able to lift and carry up to 20 lbs. frequently, and 50 lbs. occasionally. May be exposed to communicable diseases including the HIV and HBV viruses. Must be able to work paying close attention to detail with frequent interruptions.



**DISCLAIMER CLAUSE:**

I have read my Job Description. I understand the information contained in the Job Description. I further understand that this Job Description is not intended and should not be construed as an exhaustive list of all the responsibilities, skills, efforts or PHYSICAL REQUIREMENTS/ WORKING CONDITIONS associated with my job. I may be required to perform additional tasks necessary to meet standards of quality and care.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_