



# ROCKINGHAM COUNTY

## DEPARTMENT OF HUMAN RESOURCES

### CAREERS

#### **POSITION: ASSISTANT MDS COORDINATOR** DEPARTMENT OF LONG TERM CARE

Join our team as the Assistant MDS Coordinator at Rockingham County Rehabilitation and Nursing Center. Enjoy fantastic benefits, generous paid time off and the opportunity to work alongside accomplished professionals. We are committed to providing preventative and restorative care to all residents and clients. Be a part of an organization you can be proud of.

#### **SCOPE OF POSITION:**

The Assistant MDS Coordinator is a clinical practice based, patient care focused member of the interdisciplinary team. Primary functions are to assess and/or coordinate assessments of all residents and assist Unit Managers in completion of the MDS forms in accordance with State, Federal and local regulations and the policies and procedures of the facility.

#### **ESSENTIAL JOB FUNCTIONS:**

- Assists with development/maintaining of individual plans of care with interdisciplinary approach in accordance with federal, state and local regulations and the established policies and procedures of the facility.
- Completes skilled and long term care MDS's as directed by the MDS Coordinator.
- Coordinates ARD setting of PPS/OBRA assessments with Rehabilitation Therapists and other team members when MDS Coordinator is not available.
- Obtains information by reviewing the resident's chart, medication, administration records and treatment sheets, as well as by interviewing the resident, families and staff who are caring for the resident.
- Maintains confidentiality of all pertinent patient care information to assure that resident rights are protected.
- Assists with QI process as needed or deemed necessary for continued quality improvement.
- Participates in surveys by authorized government agencies.
- Communicates with the MDS Coordinator any issues or concerns regarding completion of the MDS/care plan.
- Remains current with CMS regulations and stays informed of new / changes in regulations changes by attending and participating in workshops, seminars, etc., to ensure facility compliance.
- Actively participates in daily Medicare meetings when the MDS Coordinator is not available.
- Promotes the mission, vision and values of Rockingham County Rehabilitation and Nursing Center.

#### **REQUIRED EDUCATION, SKILLS AND EXPERIENCE:**

- Graduate of an accredited School of Nursing.
- Must possess a current, valid, unencumbered New Hampshire RN or LPN license.
- 3-5 years Long Term Care (or equivalent) experience preferred.
- Knowledge of Long Term Care, MDS/PPS and OBRA/PPS Reimbursement systems is essential.
- Ability to communicate effectively with all members of the health care team and residents.
- Strong organizational and assessment skills.

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**SALARY RANGE:** \$20.78 - \$28.77 dependent upon experience

**STATUS/SHIFT:** Full Time / First Shift

**SUBMISSION REQUIREMENTS:** Employment application and resume required.

Apply Online: [Careers@co.rockingham.nh.us](mailto:Careers@co.rockingham.nh.us)

Walk-In / Mail Applications:

111 North Rd

Brentwood, NH 03833

Applications can be found online at: [Rockinghamcountynh.org/careers](http://Rockinghamcountynh.org/careers)

#### ***Equal Employment Opportunity***

Mandatory post offer physical, drug and alcohol testing for new hire. Criminal records check required.