

RN CARE COORDINATOR (WADC)

DEPARTMENT: Williams Adult Day Center

SUPERVISOR: Director of Williams Center

Approved by: CEO

Date: May 2026

FLSA: Exempt

POSITION SUMMARY

RN position responsible for serving as the health care coordinator, leading the daily nursing and health care operations for our adult day program and ensuring the administration of timely, compassionate care to participants at the Williams Center. Supervises, trains and evaluates nursing and health care staff and provides support, coaching and mentoring of health care associates. Position leads staff and caregiver education efforts and supports completion of required assessments, documentation, and health-related communication. Serves as a member of the Williams Center departmental leadership team.

QUALIFICATIONS**Education, Experience, Training:**

RN license in good standing with NC Board of Nursing. Current CPR and First Aid training must be maintained. Minimum of two years of supervisory experience preferred. Experience working with older adults and people living with memory loss required.

Knowledge, Skills, Ability:

- Strong interpersonal skills and ability to build relationships and rapport quickly with a diverse array of people
- Excellent written and oral communication skills
- Attention to detail, accuracy, and strong documentation skills
- Solid organizational skills and ability to prioritize and navigate multiple tasks
- Flexible work style
- Good computer skills, comfort learning new technology and processes
- Ability to handle sensitive information in a confidential manner
- Knowledge of elder care and related health issues

Physical Requirements:

Must be able to lift up to 50 pounds, may become involved in moving of participants using transfer skills or equipment. Ability to stand and walk during the workday. Talking and listening. Some repetitive motion, close visual acuity. Not substantially exposed to adverse environmental conditions.

ESSENTIAL FUNCTIONS

50% Supervises health care staff, student interns and volunteers; assists with staff development and continuing education programs including researching, developing, and presenting staff in-services and nursing education, coordinates staff orientation and onboarding and maintains staff records and certifications (CPR/First Aid); schedules staff and coordinates coverage for vacation/sick requests of health care team; approves timecards, completes annual evaluations of health care staff, completes disciplinary actions as needed, supports and coaches staff for growth, professional development and positive outcomes, trains staff in correct procedures used in providing personal care and care specific to adults with dementia; assists with program development and implementation; pursues ongoing professional growth and development;

develops and implements safety and infection control policies and procedures. Handles employee incidents, completing appropriate paperwork.

40% Assist with nursing support to include helping complete in-depth assessments of participants, develop and review plans of care and review documentation from other health care staff as needed, document participant interactions, incidences, and needs; assesses and follow-up on needs, makes referrals, and provides education and information to participants and families. Assist on floor at Williams Center (to include but not be limited to administering medications, first aid and emergency medical care as needed) and assists participants with activities of daily living as needed; complete office-based nursing services, such as inputting and reviewing MARs, nursing and health care documentation, etc., as needed.

10% Build and maintain relationships with participants and families enrolled at the Williams Center. Provide Caregiver educational classes and dementia sensory training.

SUPERVISORY RESPONSIBILITIES

Supervises health care staff; evaluates and provides feedback to healthcare staff; assists with supervision of students and volunteers; provides training, work direction and problem solving.

AUTHORITY/ACCOUNTABILITY

Responsible for overseeing all direct nursing care and maintaining compliance with training requirements for staff members. Keeps the Director informed concerning participant or employee issues. Responsible for program function and compliance in absence of Director.

PROBLEM SOLVING

Coaches staff and provides corrective action as needed; resolves coverage and scheduling issues. Resolves issues regarding participant health care needs and caregiver questions or concerns, maintaining HIPAA compliance, family communication, plan of care development, and reporting.

Employee Signature _____

Date _____