



Job Description – Nurse Unit Manager

Job Title:	Nurse Unit Manager		
Department:	Nursing Services		
Reports to:	Director of Nursing		
Reporting to this position:	Clinical Nurses, Certified Nursing Assistants, Unit Clerks and Restorative Nursing Aides		
Job Classification:	Administrative/Management		
Location:	Liliha Healthcare Center – Honolulu, HI		
Revised Date:	04/2025	FLSA Status:	

Purpose

Assists the Director of Nursing; plans, develops, organizes, and coordinates day-to-day functions of the unit.

Required Qualifications

Minimum requirements include the following:

- A nursing degree from an accredited college or university,
- Minimum two (2) years of experience providing direct care in long-term care, restorative or geriatric setting as an LPN/RN.
- Minimum (1) year of experience in nursing management.
- Current CPR Certification.

Must also meet state requirements for relevant licensures or certifications and have no disciplinary action in effect against professional license.

Major Duties and Responsibilities

- Plans, develops, organizes, implements, and directs nursing services for residents on the unit assigned.
- Ensure compliance with current applicable federal, state and local regulations and facility policies and procedures.
- Reviews complaints and grievances made or filed by residents, families, responsible parties, and/or staff. Make appropriate reports to the Director of Nursing as required or as necessary.
- Ensures an adequate stock of medications, medical supplies, equipment, etc., is always maintained on the unit to adequately meet the needs of the resident and notify appropriate personnel of needs.
- Assists in the development of written preliminary and comprehensive assessments of the nursing needs of each resident.
- Makes nursing/aide assignments as indicated.
- Encourages staff to attend and participate in outside training programs and schedules times as appropriate.
- Review nurses' notes to ensure they are informative and descriptive of the nursing care being provided, that they reflect the resident's response to the care, and that such care is provided in accordance with the resident's wishes.
- Oversee the psychotropic medication management of the unit, including development of the care plans, managing gradual dose reductions, coordination with physicians, preparation and participation in the facility's psychotropic medication management program, and any other related task.
- Ensures the completion of facility incident reports or related risk management investigations and documentation.
- Coordinates, develops, and conducts in-service and training of unit staff.
- Manages and coordinates facility resident admissions, discharges, and transfers.
- Coordinates care with the facility's partnering providers, contract staff, and business partners.
- Participates, prepares, and engages in the facility's QAA and QAPI programs.
- Participates in the facility's standing and ad hoc meetings as appropriate.
- Evaluates and assesses the residents' conditions and health status, coordinates care and treatments between the providers and direct care staff.



Job Description – Nurse Unit Manager

- Participates in resident care conferences, discharge planning, and coordination of care meetings.
- Participates in the facility's infection control program ensuring practices and standards are properly implemented and followed by the unit's staff.
- Participates in the facility's antibiotic stewardship program and ensures the programs policies and procedures are implemented on the assigned unit.
- Ensures and performs direct resident care to meet the care needs of the unit's residents.
- Provides staffing coverage, as needed, including working direct care shifts, administering medications, and performing treatments.
- Participates in federal, state, and local regulatory investigations, surveys, and certification procedures.
- Any other tasks as assigned.
- Major duties and responsibilities are subject to changes and revisions based on the needs of the facility, staff, and revisions in any federal, state, and local requirements.

Additional Assigned Tasks

- Treats all residents with dignity and respect. Promotes and protects all residents' rights.
- Establishes a culture of compliance by adhering to all facility policies and procedures. Complies with standards of business conduct, and state/federal regulations and guidelines.
- Follows appropriate safety and hygiene measures at all times to protect residents and themselves.
- Maintains confidentiality of protected health information, including verbal, written, and electronic communications.
- Reports noncompliance with policies, procedures, regulations, or breaches in confidentiality to appropriate personnel. Reports any retaliation or discrimination to HR or compliance officer.
- Reports any allegations of abuse, neglect, misappropriation of property, exploitation, or mistreatment of residents to supervisor and/or administrator. Protects residents from abuse, and cooperates with all investigations.
- Reports any occupational exposures to blood, body fluids, infectious materials, and/or hazardous chemicals in accordance with facility policy.
- Participates in all life safety and emergency drills and trainings. Fulfills responsibilities as assigned during implementation or activation of the facility's emergency plan.
- Reports work-related injuries and illnesses immediately to supervisor.
- Follows established infection control policies and procedures.
- As a condition of employment, completes all assigned training and skills competency.
- Completes assigned portions of MDS. Attends care-plan meetings of assigned residents.
- Participates in QAPI or facility assessment activities as needed, such as carrying out duties assigned as part of a performance improvement committee
- Accepts licensed nurse assignments, as staffing needs require. Performs licensed nurse duties as assigned, in accordance with facility policies and procedures.
- Uses proper lifting and body mechanics while delivering care to residents.

Personal Skills and Traits Desired/Physical Requirements/Working Conditions

- Ability to read, write, speak and understand the English language.
- Must be a supportive team member, contribute to and be an example of teamwork.
- Ability to make independent decisions when circumstances warrant such action.
- Ability to deal tactfully with personnel, residents, family members, visitors, government agencies/personnel and the public.
- Must have patience, tact, and willingness to deal with difficult residents, family and staff.
- Must be able to relay information concerning a resident's condition.
- Must not pose a threat to the health and safety of other individuals in the workplace.
- Must be able to move intermittently throughout the workday.
- Meets general health requirements according to facility policy, including medical and physical exams and checking immunity status to various infectious diseases.
- Ability to work beyond normal working hours, on weekends, and holidays when necessary.



Job Description – Nurse Unit Manager

- Ability to assist in evacuation of residents during emergency situations.
- Ability to bend, stoop, kneel, crouch, perform overhead lifting and perform other common physical movements as needed for the position.
- Subject to exposure to infectious waste, diseases and/or conditions which include AIDS, Coronavirus, Hepatitis B, and Tuberculosis.
- May be subject to hostile or emotional residents, family members, visitors or personnel.
- Must possess leadership and supervisory ability and be willing to work harmoniously with and supervise other personnel.
- Ability to work independently, and to organize, plan, and manage time effectively to complete assignments.
- Effective verbal and written communication skills.
- Strong listening skills and ability to deal with conflict with professionalism and courtesy.
- Basic computer skills, including ability to navigate electronic medical record systems.
- Positive interpersonal relationship skills, including with persons of all ages and cultures.
- Communicates with medical staff, nursing personnel, and other department heads.
- Subject to call back for emergency situations.
- Dexterity of hands and fingers to perform resident care.

Compliance as a Condition of Employment and Performance Appraisal

Agreement to abide by all standards, policies, and procedures of the facility, including the facility's compliance and ethics program, is a condition of employment. Compliance will be a factor in evaluating job performance. Violations, including failure to report violations, will result in disciplinary action, up to and including termination.

This job description is intended to convey the general scope of the major duties and responsibilities inherent in this position. Other tasks not listed here may be assigned by the Administrator. Periodic revision may be necessary to reflect changes in expectations placed on long term care by various governmental agencies. This job description will be reviewed and/or revised annually and as needed.

Reasonable Accommodation Statement

Consistent with the Americans with Disabilities Act (ADA) and the State of Hawaii civil rights law, it is the policy of Liliha Healthcare Center to provide reasonable accommodation when requested by a qualified applicant or employee with a disability, unless such accommodation would cause an undue hardship. The policy regarding requests for reasonable accommodation applies to all aspects of employment, including the application process. If reasonable accommodation is needed, please contact your immediate supervisor, Assistant Administrator, and/or Administrator.



Job Description – Nurse Unit Manager

Employee Acknowledgement

- I understand this job description and its requirements, and that I am expected to complete all duties as assigned. I understand the job functions may be altered from time to time.
- I further understand that the purpose of this job description is to identify the major duties and responsibilities of the job and that it is not intended to contain each and every duty inherent in this job.
- I have noted below any accommodations that are required to enable me to perform these duties. I have also noted below any job responsibilities or functions which I am unable to perform, with and without accommodation:

- I have read the above job description and understand the requirements and expectations of the position of **Nurse Unit Manager at Liliha Healthcare Center.**

Employee Name: _____

Employee Signature: _____ Date: _____

Facility Representative's Name: _____ Title: _____

Facility Representative's Signature: _____ Date: _____