

# WINNEBAGO COUNTY JOB DESCRIPTION

**NON-BARGAINING  
UNIT**

**STEP AND GRADE:  
11M**

**DATE LAST PRINTED:  
May 30, 2012**

**JOB TITLE: MDS COORDINATOR**

## **Summary of Responsibilities**

Oversees the accurate and timely completion and transmission of the Minimum Data Sets and corresponding care plans and documentation.

## **Illustrative Examples of Work**

1. Assist the Unit Coordinators to assure that all Minimum Data Sets and RATs are accurately completed in a timely manner as prescribed by State and Federal guidelines.
2. Communicate with and guide the administrative assistant responsible for MDS data entry and transmittal and function as a liaison between that office and the Unit Coordinators and Director of Nursing.
3. Gather the data from line staff necessary to complete the Minimum Data Sets and RATs.
4. Coordinate the timely completion of sections of the MDS and comprehensive assessment by contributors other than the nursing staff.
5. Assume rotational weekend/holiday House Supervisor duties.
6. Attends and participates in all necessary meetings and committees.
7. Performs other duties as required or assigned.
8. Performs all duties in compliance with Illinois Department of Public Health Regulations.
9. Performs all duties in accordance with County policies and procedures.
10. Regular attendance is required, overtime as needed/scheduled.

## **Education and Experience**

- Certification of graduation from an accredited school of nursing with course work in geriatric nursing, two years of professional nursing experience, preferably in a geriatric related area; or equivalent combination of education and experience.
- Course work in restorative nursing helpful.
- Current registration with the Illinois State Board of Nurse Examiners.
- Thorough knowledge of nursing theory, practice and the nursing process.
- Previous Hepatitis B immunization; or education and offer of immunization.

## Abilities

- Ability to learn applicable Federal, State and local requirements for a skilled nursing care facility.
- Ability to remain up to date with current assessment requirements, to interpret and relate changes in Medicare and Medicaid, and to incorporate such changes into facility practice.
- Ability to establish and maintain effective working relationship with nursing home residents, their agents, professional and non-professional staff.
- Competent organizational skills and ability to meet deadlines.
- Ability to participate in workshops, seminars and other continuing educational programs as required.

Refer to the *Analysis of Essential Functions* form for the detailed physical requirements of this position.