**TITLE: MDS Coordinator**

**LAST REVISED: October 1, 2015**

**REPORTS TO: Administrator**

**METHOD OF PAY: Hourly**

**Purpose of Position:**

The primary purpose of your job position is to plan, organize, develop and assist in the MDS Assessment and Plan of Care of Residents, to assure that the highest degree: of' quality resident care and safety can be maintained at all times relating to the long term care operations, as may be directed by established departmental procedures. As the MDS Coordinator, you are delegated the administrative authority, responsibility, and accountability necessary for carrying out your assigned duties.

**Role and Responsibility:**

* Completes assessments, Minimum Data Set (MDS) and care plans for all residents assigned.
* Monitors completion of MDSs by other disciplines within timeframes prescribed by regulatory guidelines.
* Advises supervisor of incomplete and/or untimely assessments by disciplines other than nursing.
* Ensures accurate, timely completion of the MDS/RAPs/Triggers sheet for assigned residents.
* Initiates care plans and supporting activities that will result in best possible outcome for assigned residents.
* Generates and distributes monthly care plan calendar for the following month.
* Conducts care plan conferences for assigned residents.
* Maintains and updates all care plans and assessments for assigned residents on a quarterly basis (at minimum) and adds/deletes issues as necessary.

**Qualifications:**

* Must hold a current and active RN or LPN license in Georgia. (with no restrictions)
* One year previous experience in long term care environment.
* Knowledge of MDS and Care Plan process.

We look forward to hearing from you. Equal Employment Opportunity Employer