**TITLE: Staff Development Coordinator**

**LAST REVISED: January 1, 2019**

**REPORTS TO: Administrator**

**METHOD OF PAY: Hourly**

**PURPOSE OF POSITION:**

The primary purpose of the position is to assist the Administrator and Director of Nursing Services in orientation and training personnel of the facility in accordance with current federal, state, and local standards, guidelines, and regulations that govern the facility and as may be required to ensure that the highest quality of care is maintained at all times.

**KEY STRENGTHS AND REQUIREMENTS**

* Must be knowledgeable of nursing and medical practices and procedures, as well as law, regulations and guidelines that pertain to long-term care.
* Must possess leadership and supervisory ability and the willingness to work harmoniously with and supervise other personnel.
* Must possess the ability to deal tactfully with personnel, residents, family members, visitors, government agencies and the general public.
* Must possess the ability to plan, organize, develop, implement and interpret the programs, goals, objectives, policies and procedures, etc., that are necessary for providing quality care.
* Must have experience as a supervisor in a health care facility.

**EDUCATION / EXPERIENCE:**

Must possess a current, unencumbered, active license to practice as a Registered Nurse in this state.