



Nurse Coordinator

Job Type: Full Time

Start Date: April 1, 2026

Education: 4-Year Degree Required

Experience Level: Managerial

Salary: At least USD \$80,000 / year

Benefits: 15 days of PTO, health insurance, options towards a dental plan, lunches, and an annual contribution towards a retirement plan after 2 years

We are seeking a nurse to provide leadership in the care coordination of our adult home alongside our nurse practitioner. Our care home is at the center of an 80-acre elder care community which includes a biodynamic farm, extensive woods and gardens. This role is central to overseeing daily care, supporting staff, and ensuring continuity and quality of services within a small, family-like environment.

Core responsibilities include attending to minor, acute and chronic health care concerns. End of life experience is a plus. We foster a slow paced, home-like setting

- Support the oversight of members' care and safety of their living environment.
- Coordinate regularly with NP and ensure that all orders and plans of care are accurately and effectively implemented.
- Track members' medical appointments, med and treatment adjustments, lab orders, procedures, surgeries, and any other changes. Ensure that NP is apprised of all and that plans of care are updated and enacted accordingly.
- Be the point person for outside providers visiting Hilltop (e.g. PTs, OTs, STs, aides, VA providers, volunteer therapists and companions, etc.).
- Facilitate new member admissions.
- Complete member assessment evaluations per schedule and per need.
- Continually assess independent and Wellness Program members and address any concerns or needed care changes.
- Train new nurses.
- Coordinate/lead ongoing education for nursing team.
- Collaborate with Care Coordinator and GV coordinator for initial and ongoing trainings (including education for nightspenders).
- Train new med givers.
- Prepare and lead med giver recertification training annually.
- Help with preparation for and facilitation of Leading Age bi-annual visit (reviewing and preparing charts, presenting members' cases).
- Assist with communication with members and families/HCPs regarding health updates, changing care needs, and any concerns.
- Overseeing the development of and updates to member care plans and ensuring implementation.

- Regular review of charts and all clinical documentation and addressing any issues, gaps, or needed corrections.
- Support and complete other clinical admin tasks.
- Oversight of med ordering.
- Maintain one regular nursing shift per week, and fill in for other nursing shifts as needed.
- On-call availability for emergencies, issues, and questions.
- Overall supervision and direction of clinical operations.
- Oversight and direction of quality and performance improvement initiatives.
- Oversight of needed staff trainings and licensure/certificates and all relevant records.
- Maintain ongoing knowledge of community health issues and concerns (e.g. infectious disease and protocols) and continually disseminate information to Fellowship Community members and staff.
- Development and updates of interdepartment communication systems.
- Oversight and facilitation of vaccine clinics and other clinical offerings.
- Oversight of clinical budgets, supplies, and staffing schedules, including volunteers.
- Operate the community per Fellowship Community policies and federal, state, county and town and village regulations.
- Maintain broad knowledge of the laws governing Adult Homes as well as the exemptions, waivers and equivalencies that the RSFF has been granted through working with the Department of Health, Division of ACF & Assisted Living Surveillance (formerly the Department of Social Services).
- Understand the community's NYSDOH regulations and support the member care program by regularly meeting with the Care Circle to discuss and address concerns.
- Ensure adherence to the member's Bill of Rights.
- Interact and work with DOH surveyors during site inspections to answer questions and provide documentation as requested, receive exit report and answer Electronic Plans of Correction as delivered by Health Commerce System messaging.
- Official responses to DOH regarding care issues.
- Oversee and guide member assessment evaluations, care plans, and documentation in accordance with DOH regulations.
- Oversight of Leading Age consultations.
- Liaison with Foundation Office and care team regarding personal care fee.
- Oversight of medication management, including:
- Compliance with all DOH regulations.
- Addressing any med administration issues or errors.
- Med giver training and recertification.
- Coordination of controlled substance disposal.
- Oversight of all clinical and care staff (NP, nurses, med givers, caregivers, volunteers).
- Coordinate Care Employee professional development for the year.
- Oversight of communication with members and families regarding care plans and care fees.
- Attend and present at Trustee Board meetings, Admin Circle meetings, and co-worker and staff meetings as needed.