Purpose of the SDC Position: The primary purpose of the SDC position is to plan, organize, and direct the recruitment, orientation and on-going professional development of facility associates through the development of strong personal relationships. To assure the highest degree of quality resident care the SDC must act in accordance with current applicable federal, state, and local standards, guidelines and regulations, and as may be directed by the administrator.

Expectations and Responsibilities: As part of an interdependent team of skilled and caring people who are committed to serving those “who are deserving of our very best,” you are expected to reflect this facility’s five core values in the following ways:

- **Life** – Continually strive to lift people up and support them in developing to their fullest potential. Create an environment of collaboration that enables all associates to fully contribute in the pursuit of our mission.
- **Growth** – Seek ways to promote the growth of our associates. Develop tools, training and education for our associates, which recognize their individual skills and abilities. Develop personal mastery to increase your own capability.
- **Excellence** – Continually look for ways to improve the quality and effectiveness of systems and processes at the facility. Be flexible and open to change. Demonstrate a curiosity and willingness to learn new things, offer suggestions and evaluate new ways of doing things.
- **Integrity** – Accept responsibility and accountability for setting an example of integrity. This means, being **Truthful**, showing **Respect**, seeking to **Understand** others, demonstrating **Support** for the efforts of those you work with and acting in a **Trustworthy** manner.
- **Stewardship** – Operate in a manner that promotes renewal and growth for the company and the benefit of all. Make the best use of the financial and human assets with which you have been entrusted.

Job Functions: Every effort has been made to identify the essential functions of this position. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or is an essential function of the position.
Duties and Responsibilities

**Administrative Functions**
- Provide leadership in formulating the goals and objectives of the in-service educational programs of the facility.
- Plan, develop, direct, evaluate, and coordinate educational and on-the-job training programs.
- Assess the training needs of each department and schedule in-service training programs according to those needs.
- Develop, direct and schedule refresher training, as necessary, for assigned staff and licensed professional personnel to keep their license current.
- Incorporate commercially produced instruction material and training aids into existing in-service programs as deemed necessary.
- Ensure that all associates attend annual OSHA and CDC in-service training programs.
- Develop, evaluate and control the quality of in-service educational programs throughout the facility.
- Post notices in the facility and communicate to department supervisors the time and location of in-service training classes.
- Ensure that in-service training classrooms or areas are properly prepared before training classes begin.
- Work with the facility’s consultants as necessary and implement recommended changes as required.
- Secure, develop and maintain necessary records, forms, reports, instructional manuals, reference materials, etc. pertinent to in-service educational programs.
- Assist in departmental studies and projects as assigned or that may become necessary.
- Develop and participate in the planning, conducting, and scheduling of orientation programs that orient newly hired associates to their position, the facility’s policies and procedures, resident rights and responsibilities, etc.
- Remain current on new developments by attending educational institutions, reading professional journals and attending professional seminars.
- Attend and participate in professional association activities and programs to assure compliance with current regulations and guidelines, as well as professional standards, and make recommendations on changes in policies and procedures to the administrator.

**Committee Functions**
- Participate in strategic leadership meetings.
- Meet with department supervisors on a regular basis and solicit their advice concerning training needs, and assist in identifying and correcting problem areas, and/or the improvement of services.
• Implement recommendations from the Quality Assurance and IDT Teams as they relate to the recruitment, orientation and educational needs of the facility.

**Personnel Functions**

• Develop and promote programs that serve the professional, educational, and training needs of the employees and provide resource material to enhance educational needs.
• Develop and direct orientation programs for all personnel.
• Identify essential competencies for licensed and non-licensed staff and assure appropriate educational opportunities exist to promote the growth and the development of the staff.
• Conduct an ongoing review of the orientation process and submit recommendations to the DON/Administrator and Education Coordinator.
• Assure a thorough orientation process for all new employees to include but not limited to: educating staff on the Conditions For Employment, the EHR system, and all aspects required for the position held by the employee, medication pass requirements, resident’s rights, customer service programs, patient care guidelines, infection prevention and control, OSHA standards etc.
• Assure all necessary mandatory educations required by regulatory standards are conducted in addition to facility required educations.
• Maintain program attendance records and complete a failure to attend report and submit to the applicable department director and Administrator.
• Maintain all current employee health files to assure compliance with regulations (vaccinations, employee physicals, PPD skin test)
• Ensure that individual associate training records are maintained and filed in the associate’s personnel file.
• Assist with hiring new employees and conducting PPD skin test and drug tests when necessary.
• Assuring a staffing grid is posted daily according to regulatory standards.
• Create and maintain an atmosphere of warmth, personal interest and positive emphasis, as well as a calm environment throughout the department.
• Promote the morale of all personnel and maintain a spirit of interdependent collaboration.
• Assure each new employee receives a thorough and complete orientation, including weekly contact from the employees’ department director to ensure employees orientation process is on target.
• Assure 30 and 90 day orientation evaluations of the orientation process to assist in evaluating the programs and the need for revisions,
• Assist in staff retention through implementation is a thorough orientation process and staff education system.
• Other duties as assigned
**Education and Experience Requirements**
- Must possess a current, unencumbered, active license to practice as an RN or LPN in this state.
- Must have a minimum of 1 year experience in a health related field.
- Must have experience in supervision and adult education.

**Additional Requirements**
- Must possess skills in leadership and effective communication.
- Must possess creativity, integrity and self-initiative.
- Must be able to read, write, speak and understand the English language.
- Must possess the ability to make independent decisions.
- Must possess the ability to deal effectively and positively with conflict.
- Must possess leadership and supervisory ability and the willingness to work harmoniously with other personnel.
- Must be willing to seek out new methods and principles for people development and be willing to incorporate them into existing training practices.
- Must have the ability to plan and develop new programs.
- Must demonstrate respect for and confidentiality of personal information concerning residents and associates.

**Physical and Sensory Requirements**
- Must be able to move intermittently throughout the workday.
- Must be able to cope with the mental and emotional stress of the position.
- Must function independently and have flexibility, personal integrity, and the ability to work effectively with residents, personnel, and support agencies.
- Must meet the general health requirements set forth by the policies of this facility, which include a medical and physical examination.
- Must be able to relate to and work with the ill, disabled, elderly, emotionally upset, and at times, hostile people within the facility.
- May be necessary to assist in the evacuation of residents during emergency situations.
I have read this job description and fully understand the requirements as listed. I accept the position of Staff Development Coordinator and agree to perform the identified essential functions in a safe manner in accordance with the facility’s established procedures. I understand that as a result of my employment, I may be exposed to blood, body fluids, infectious diseases, air contaminants (include tobacco smoke) and hazardous chemicals and that the facility will provide me with instructions on how to prevent and control such exposures. I further understand that I may also be exposed to the Hepatitis B Virus and that the facility will make the hepatitis B vaccination available to me at no cost.

I understand that my employment is at-will and that my employment may be terminated at-will either by the facility or myself with or without prior notice.

______________________________  _____________________
Signature – Staff Development Coordinator    Date

______________________________  _____________________
Signature – Administrator    Date