

## KUTZ SENIOR LIVING

### MDS Coordinator

#### Job Requirements:

- Active Delaware RN License.
- Candidates must have 3-5 years of experience in a Long-Term Care facility.
- Prefer at least **2-years of full-time** experience as an MDS Coordinator and **MDS 3.0 Certified**.
  
- Demonstrates clinical assessment skills at the level necessary to meet the job requirements.
- Ability to make independent decisions and follow through with limited supervision.
- Knowledgeable and understanding of state and federal regulations and guidelines governing the practices of the facility.
- Ability to build positive relationships with others, including, members, family members, associates and personnel of outside agencies and organizations.
- Effective interpersonal skills and the ability to work cooperatively with an interdisciplinary care team.
- Detail-oriented individuals who are team players.
- Adaptable to change and willingness to learn different processes.

#### Job Descriptions:

- Participate in the admission process of prospective residents in terms of their nursing needs and appropriate placement
- Oversee and coordinate the development and completion of the member assessment (MDS) in accordance with current Federal and state regulations.
- Coordinate and lead the development of a comprehensive member assessment and care plan for each member.
- Maintaining & updating all care plans and assessments as required.
- Monitor & audit clinical records, ensuring accuracy & timeliness.
- Report any issues related to non-compliant documentation.
- Always protect the confidentiality of residents and facility information.
- Ensure the face validity of all Minimum Data Sets before electronic submission
- Combine the timely electronic submission of all MDS and conducting a monthly review of a random sample of the MDS to ensure accuracy and internal consistency with the medical records.

Job Type: Full-time

To apply:

<https://www.indeed.com/job/mds-coordinator-c375dad0f97450a7>

-or-

Email your resume to [ncady@kutzseniorliving.org](mailto:ncady@kutzseniorliving.org) with the subject MDS Coordinator.