

Nelisa Deleon

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- CALM Certified 2021
- 14 years of Healthcare experience, with 8 years of specialized Nursing knowledge
- Servant leader with great organization, communication and relationship management skills
- Experienced in healthcare sales and management
- Strong Computer and EMR skills to include Oasis, EPIC, Point Click Care
- Knowledge in Financial Management: spreadsheets, expense, billing, and payroll
- Motivated, energetic with a strategic mindset
- Strong analytical skills with a goal-oriented attitude

Work Experience

Wellness Director

The Wesleyan Assisted Living and Memory Care

October 2020 to Present

- 2021 No deficiency State Survey
- Supervise +85 Resident Associates, Charge Nurse and Medication Associate. Liaisons with all other Members of the Leadership Team, Serves as Manager on Duty
- Managed and mentored LVN, CMA, CNA, and NA to ensure staff is compliance with local, state and federal laws that govern the community
- Build and support a high-performing team of caregivers and nurses through effective hiring, training and coaching
- Conduct yearly performance appraisals and regular involvement in decisions regarding employee hiring, firing, advancement and promotion, setting rates of pay and hours of work
- Review all complaints, grievances, and incidents and assists the Executive Director in the development of a written plan of correction.
- Develop methods of coordination of health care services with other resident services to ensure continuity of care.
- Responsible for oversight of budget for Wellness Department
- Schedule and facilitate care plan meetings on a regular basis with families, and clinical providers.
- Maintain excellent communication with families and manage concerns as needed while respecting privacy and HIPAA laws
- Ensure adequate staffing pattern of Resident Associates within authorized hour guidelines at all times.

Memory Care Director

The Rose at Round Rock

February 2020 to October 2020

- Provide clinical and management supervision of Memory Care unit
- Strong organizational skills and ability to re-prioritize daily tasks, in order to accommodate fluctuating needs of the residents and the facility

- Develop and monitors work schedules for staff of 50 to ensure adequate staffing for quality resident care
- Assist with employee morale. Encourage team building to clinical staff
- In conjunction with Administrator, is responsible for hiring, supervising, evaluating, and providing progressive discipline for all care staff
- Assists Administrator with other management duties as needed
- Operates department within established budgetary guidelines
- Provides training to all staff members on health related topics, and assists in maintaining staff training records
- Problem solving for health, social, and emotional needs of residents and coordinating support services such as Home health, Hospice, Speech, OT/PT
- Coordinate with physicians to ensure high quality of care for residents with service
- Respond to emergencies to assess situation and alert medical help when necessary.
- Addresses and follows up on all resident concerns, incidents, and accident reports in a timely manner per policy.

License Practical Nurse

Baylor Scott & White

October 2018 to February 2020

- Assist and set-up for medical procedures such as Epidural Injections and Spinal Injections
- Assist and set-up for Radio Frequency Ablation procedure Assess and care for patients post injection.
- Effectively communicated with peers, healthcare workers, and upper management to ensure complete care of customers.
- Proficient in EPIC (electronic medical charting)

Nurse / Office Manager

Safe Harbor Home - Cave, MO

September 2017 to May 2018

- Ensure plans of treatment are reviewed and assessed for appropriateness of clinical content frequency goals and referrals to other disciplines.
- Supervise day-to-day clinical and office operations, to include payroll, revenue, and expense
- Build rapport with the community, family and medical professionals
- Develop marketing strategy, and social media presence.

Licensed Practical Nurse

RCM

August 2013 to June 2017

- Collaborate with teachers, public health nurse, parents, and school administrator to ensure students have proper EAP (Emergency Action Plan) for the current school year.
- Collaborated with other health care providers to evaluate yearly nursing outcome reports.
- Provide care to medically fragile students in the DOE setting.
- Proficient in tracheal care and gastronomy care to both pediatrics and adult residents.
- Handled emergency care and trauma situations with a calm and relaxed attitude.
- Administer medications through PO, PEG tubes, IM and subcutaneous.
- Addressed patient concerns about their health status.

Charge Nurse

One Kalakaua

January 2012 to June 2013

- Perform daily and monthly nurse assessments.
- Acknowledged customer issues and resolved their problems quickly and efficiently.
- Fulfilled administrative duties, including completing and filing paperwork, directing a multi-line phone and setting appointments.
- Respond to medical emergency and provide skilled nursing care
- Provide medical judgments to ensure the safety and well being of residents.

Education

MBA

Western Governors University - Austin, TX

Bachelors in Arts

Azusa Pacific University - Azusa, CA

Associates in Health Science

Columbus Technical School - Columbus, GA

Skills

- Nelisa Deleon
- Healthcare Management
- EMR Systems

Certifications and Licenses

CNA

LPN