Job Title: Director of Nursing	**Reports To:** Executive Director
Job Classification: Full-Time/Part-time	
FLSA Status: Exempt	**Revised Date:** April 2024

POSITION SUMMARY

The Director of Nursing is responsible for the overall direction, coordination, and evaluation of care and services provided to tenants. The Director of Nursing ensures quality care that is consistent with regulatory requirements and standards of care.

GENERAL JOB DUTIES

- All employees are responsible for a basic knowledge of the employee handbook, along with the mission and vision of the Facility, and must conduct themselves with behavior that supports these values.
- All employees understand the safety and well-being of both the residents and staff members is the number one priority of their Facility.
- All employees are responsible for making the most of their working time and reach maximum potential by being on time for appointments, checking voicemails/emails as appropriate and completing deadlines in a timely manner.
- All employees are expected to escalate issues as necessary.
- All employees will specifically be trained on their job duties, however; other mandatory trainings may be deemed appropriate by leadership for one or all members of the team.
- Other projects and/or duties as assigned.

ESSENTIAL JOB FUNCTIONS

- Assume responsibility for the development of nursing service objectives, performance standards of nursing practice for each category of nursing personnel, and nursing policies and procedure.
- Assume accountability for the development, organization, and implementation of approved policies and procedures.
- Direct, evaluate, and supervise all tenant care and initiate corrective action as necessary.
- Assess tenant care needs and assist in the development of individualized service plans for tenants.
- Assess tenants needs and make recommendations for special rehabilitation programs.
- Assess tenant responses to medication and treatments and make appropriate recommendations.
- Direct and implement nursing service education programs, including, but not limited to orientation and in-service for licensed and unlicensed nursing personnel.
- Ensure certified and non-certified staff are competent to meet the individual needs of tenants.
- Conduct staff meetings with all shifts for purposes of planning, coordinating, and implementing service policies and procedures.
- Assume responsibility for nursing service compliance to Federal, State, and local regulations.
- Consistently operate nursing services efficiently and economically.
- Ensure availability of equipment for nursing personnel.
- Assess equipment and supply needs and make recommendations to the Executive Director.
- Complete and/or supervise scheduling of employees.
- Identify safety hazards and initiate corrective action.

- Conduct interviews, hire nursing employees, conduct counseling interviews, and initiate disciplinary action as necessary.
- Prepare written employee performance evaluations and initiate recommendations for salary increases, promotions, or corrective action. Conduct disciplinary action(s) privately and professionally.
- Establish open lines of communication with consultants and consistently take follow-up actions or recommendations.
- Take inquiries for tenant placement as assigned by the Executive Director and initiate procedures for proper placement of tenants and level of care determinations.
- Coordinate tenants move-ins, transfers, and discharges with community agencies and other facilities.
- Establish good public relations with hospital discharge coordinators and social service consultants.
- Address worker's compensation/employee injuries in the absence of the Administrator.
- Follow established infection control and universal precautions and monitor facility staff for the same.
- Must be responsible for the safety of tenants under your supervision. Support new practice standards to promote quality care and/or life for the tenant.
- Observe all facility safety policies and procedures including working responsibly to ensure personal safety.
- Comprehend and follow all OSHA, State, and Federal policies and regulations.
- The use of personal vehicle for approved work related tasks will be reimbursed for mileage at a pre-determined rate.
- Accept and perform additional duties as assigned by the Administrator in a cooperative manner.

CROSS TRAINING REQUIREMENTS

This position is responsible for cross training with their direct reports to the point of developing reasonable performance metrics and covering all basic job duties in their absence.

EDUCATION & EXPERIENCE REQUIREMENTS

- Nurse Licensure in the State of Iowa required.
- Graduate of an accredited nursing program required.
- Completion of an assisted living manager class or assisted living nursing class whose curriculum includes at least six hours of training specifically related to Iowa rules and laws on assisted living within 6 months of hire.
- All personnel employed by a dementia-specific program shall receive a minimum of eight hours of dementia-specific education and training within 30 days of employment.
- Healthcare management and experience in long-term care is preferred.
- Maintain active Dependent Adult Abuse training certification, and/or have the ability to complete the required training within 6 months of hire.
- Must participate in on-going continuing education.

REQUIRED SKILLS

- Consistently demonstrate dependability, responsibility, and set a positive example for all other staff.
- Proven track record of collaborative leadership in diverse teams.
- Passionate about excellent resident care, compliant processes, and methodologies and a willingness to continually learn.
- Must be able to explain complicated information in a way that is easy for anyone to understand.
- Excellent decision making and conflict-resolution skills.
- Effective written and verbal communication skills, both professional and interpersonal.

- The ability to work both independently and within a team.
- A responsible, organized, and detail-oriented mindset.
- Refined time management skills and the ability to multi-task.
- Advanced critical thinking and problem-solving skills, in addition to superior computer skills.
- Proficiency in electronic health record systems.

PHYSICAL REQUIREMENTS

- Must be able to work in high-pressure or emergency situations that may face strict deadlines. Extended shifts may be necessary, and hours may exceed 40 per week to perform duties effectively, including some weekends and evenings.
- Ability to lift up to 100+ pounds or more with assistance. This position requires regular movements such as: grasping, kneeling, reaching, repetitive movement, standing, and stooping. An individual in this position will be expected to use, assist and demonstrate devices for handling or lifting residents.
- An individual in this position may be exposed to: inside and outside environmental conditions, physical, chemical, or respiratory hazards.
- An individual in this position may be exposed to Bloodborne Pathogens.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

SCHEDULE EXPECTATIONS

The Facility's normal hours of operation are from Monday through Friday, from 7:00 am to 5:00 pm. However, this role routinely requires work to be performed outside the regular hours of operation of the Facility. The position requires you to take on-call shifts and may be required to cover shifts for other staff members when the need arises.

EQUAL EMPLOYMENT OPPORTUNITY

At your Facility, we understand that every employee is different in his or her own way. We do not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, retaliation, military status, or other non-merit factors. The Facility is a proud Equal Opportunity workplace.

By signing below, I am certifying that I am qualified for this position (as described above) and capable of performing the general and essential functions of the position. I agree that this Job Description has reasonable expectations and that this is in no way, shape, or form a contract of employment. By signing this document, there is no guarantee of continued employment as the State of Iowa and Nebraska mandates at-will employment.

_____

COMMUNITY NAME

_____ _____

EMPLOYEE SIGNATURE DATE

_____

PRINT EMPLOYEE NAME

_____ _____

SUPERVISOR SIGNATURE DATE

_____

PRINT SUPERVISOR NAME