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

POSITION SUMMARY

The Assistant Director of Nursing supports the Director of Nursing in overseeing the nursing staff and nursing operations of the Facility. This position will schedule, assist, coach, and direct the nursing staff in the day-to-day operations to ensure smooth operation of the nursing department for all residents and fellow staff members. This position works closely with the Director of Nursing to enforce compliance with healthcare policies, and state & federal regulations.

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 reaching 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 planning, organizing, motivating, coordinating, and controlling personnel, equipment, and supplies in the nursing department.
- Schedule staff hours as determined by the Director of Nursing.
- Assist with interviews, hiring nursing employees, conduct counseling interviews, and initiate disciplinary action as necessary.
- Assist in the orientation process of new employees.
- Assist in the continuing education of nursing employees.
- Monitor the resident's comprehensive care plan process including: the completion of quarterly reassessments, distribution of the care plan to specific departments, and the evaluation of the implementation of the care plan.
- Responsible for the distribution and charging of medical supplies and incontinent care products to ensure units have adequate supplies of products for the delivery of care.
- May be required to work as a charge nurse if needed.
- Act as the Director of Nursing in their absence.
- Completion of medical records upon resident discharge from the facility.
- Follow established standards of nursing practice and implement facility policies and procedures.
- Interpret existing policies and procedures to Resident Care Technicians, residents, families, and physicians.
- Supervise and evaluate all direct resident care and initiate corrective action as necessary.
- Conduct resident rounds daily, reporting problems to the Director of Nursing, if necessary, and initiate corrective action.
- Identify safety hazards and take appropriate action.

- Follow, supervise, and evaluate the implementation of the Resident's Rights Program.
- Provide clinical supervision Certified Nursing Assistants giving direct resident care.
- Attend staff meetings, in-service programs, and committee meetings as assigned.
- Follow staffing guidelines and make nursing assignments according to qualifications of staff and characteristics of the resident population.
- Assume responsibility for compliance with Federal, State, and local regulations within the assigned unit.
- Counsel Certified Nursing Assistants and recommend disciplinary action, when necessary, to the Director of Nursing.
- Participate in the employee evaluation process by providing information on the clinical performance of Certified Nursing Assistants to the Director of Nursing.
- Administer and document medications, tube feedings, and treatments per physician orders.
- Perform and document comprehensive assessments of each resident.
- Actively and effectively pursue a program of medication reduction and monitor the programs progress. Work with all nursing staff to accomplish and maintain this goal.
- Document resident care response, and/or lack of response to care.
- Report changes in resident's condition to his/her physician, responsible party, Director of Nursing, and/or the Administrator.
- Follow facility admission procedures and communicate resident's admission to other departments, physicians, and ancillary services.
- Knowledgeably and competently perform basic nursing skills.
- Follow facility discharge and transfer procedures. Coordinate discharge and transfers with other departments, physicians, and ancillary services providers.
- Complete documentation related to the resident's discharge or transfer.
- Assess resident needs and initiate the development of individualized care plans.
- Participate in resident care conferences as assigned.
- Provide direct resident care and give ongoing instructions to Certified Nursing Assistants related to resident care.
- Listen to residents, families, and/or physician concerns and initiate corrective action and/or report concerns to appropriate supervisory staff.
- Work with Certified Nursing Assistants in making timely rounds, changing linens, turning, and positioning all residents as necessary to ensure good body alignment and skin protection.
- Monitor and report, when necessary, resident weight changes, skin conditions, abnormal lab and x-ray results, medication errors, medications not available, and other pertinent information affecting the well-being of residents to physicians, responsible parties, and the Director of Nursing.
- Order medications, count, and record controlled substances. Notify the Director of Nursing of any discrepancies immediately, according to facility policy.
- Document daily, weekly, and monthly progress notes as assigned.
- Consistently work cooperatively with facility administration, nursing personnel, ancillary personnel, all facility departments, and consultants.
- Follow established infection control and universal precautions and monitor facility staff for the same.
- Observe all facility safety policies and procedures including working responsibly to ensure personal safety.
- Come to work in a clean, neat uniform, and consistently present an appropriate professional appearance.
- Come to work as scheduled and consistently demonstrate dependability and responsibility.
- Act as the facility Social Worker Designee in the absence of the appointed Social Worker.
- May be asked to participate in the facility education programs and coordinate student activities with the Director of Nursing.
- Complete reports for facility committees as assigned.

- Accept and perform additional duties as assigned by your department head or Administrator in a cooperative manner.
- The use of personal vehicle for approved work related tasks will be reimbursed for mileage at a pre-determined rate.
- Comprehend and follow all OSHA, State, and Federal policies and regulations.

EDUCATION & EXPERIENCE REQUIREMENTS

- Graduate of an accredited Registered Nurse program.
- Licensure/Certification in the state of Iowa required.
- Current CPR certification.

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.

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, lifting, pulling, pushing, 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 will 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 mandates at-will employment.

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FACILITY NAME

_____ _____

EMPLOYEE SIGNATURE DATE

_____ _____

PRINT EMPLOYEE NAME DATE

_____ _____

REGIONAL DIRECTOR OPERATIONS SIGNATURE DATE

_____ _____

PRINT REGIONAL DIRECTOR OPERATIONS NAME DATE