

Christian Health Care Center

Mission: *Providing skilled health care services with compassion and love in Christ's name.*

JOB DESCRIPTION

TITLE: Assistant Director of Nursing Services
REPORTS TO: Director of Nursing Services
FLSA STATUS: Non-Exempt, Hourly

JOB SUMMARY:

This position functions as a member of the health care team providing support to the Director of Nursing Services and is under the supervision of the DNS. The ADNS assists the DNS in the 24 hour responsibility for all functions relating to nursing care and in the absence of the DNS assumes this responsibility independently. This position is responsible for assuring that the philosophy and objectives of the facility and nursing department are maintained and that all policies and procedures are implemented in a consistent and professional manner.

ESSENTIAL JOB FUNCTIONS:

1. Works alongside employees to promote a team effort and maintain the highest quality of resident service. Serves as a role model for the nursing staff.
2. Good attendance is an essential requirement of this position.
3. Actively supports the entire nursing staff with patient care as needed.
4. Participates in continuing education programs to maintain current license and upgrade nursing skills and knowledge of current trends and standards in LTC.
5. Performs other projects, not addressed in this description, as assigned by DNS.

ADMINISTRATIVE FUNCTIONS:

1. Assists the DNS in planning, developing, organizing, implementing, evaluating, and directing the day-to-day functions of the nursing department, in accordance with current rules, regulations, and guidelines that govern the long-term care facility.
2. Participates developing, maintaining, and updating our written policies and procedures that govern the day-to-day functions of the nursing service.
3. Assists to ensure that all nursing systems are working appropriately to ensure adequate tracking and trending of outcomes.
4. Participates as a member of the Quality Assurance Team.
5. Meets with Unit Coordinators and DNS weekly to identify and correct any problems with nursing systems.
6. Participates in care planning process.
7. Makes daily rounds to assess for any needs of improvement, education, or intervention including review of 24 hour report.
8. Conducts chart audits to assure correct documentation according to policies and procedures.
9. Oversees skin system to assure that all wounds receive appropriate interventions and evaluation of effectiveness. Plans and assists in delivering appropriate education to nursing staff regarding pressure ulcer prevention.
10. Oversees pharmacy and dietary recommendations to assure that these recommendations are addressed in a timely manner.
11. Assists with Nursing Staff performance evaluations.
12. Participates in NAC orientation.
13. Actively supports the entire nursing staff where assistance is needed.
14. Performs other projects as assigned by DNS.
15. Participates in continuing education programs to maintain current license and upgrade nursing skills and knowledge of current trends and standards in LTC.

WORKING CONDITONS AND EQUIPMENT USED:

Work is performed in a fast-paced resident care environment with frequent interruptions. Incumbent must be team-oriented and work collaboratively with an interdisciplinary team, demonstrating strong communication and problem solving skills. Incumbent must be able to effectively utilize computers and various software.

QUALIFICATIONS:

Ability to:

- Act as a positive team player and lead others with respect.
- Exceptional project management skills including: independent, goal oriented, detail oriented and possess the ability to multitask
- Support and promote CHCC's mission and philosophy.
- Exhibit strong assessment skills.
- Excellent verbal and written communication skills, teaching/presentation and writing skills to motivate staff compliance with quality care standards.
- Ability to maintain strict confidentiality with sensitive medical information and foster a safe, ethical work environment.
- Excellent interpersonal skills and ability to maintain effective relationships with residents, families, staff, and members of the public.
- Proficient with various software (Microsoft Outlook and Microsoft Word).

Education and Experience:

- Currently licensed in the State of Washington as a RN, with license in good standing.
- Minimum of 5 years of nursing practice in LTC.
- Two or more years of supervisory experience in a long term care setting.
- Current knowledge of nursing practice in LTC and familiar with state and federal regulations pertaining to LTC.

License:

- Valid Washington State driver's license at time of hire in order to operate vehicles.

GENERAL PHYSICAL/MENTAL REQUIREMENTS:

Requires ability to move throughout the facility on a consistent basis. Must be able to lift and carry medical supplies and equipment weighing up to 30 pounds. Must be able to push and maneuver a wheelchair throughout the facility. Position requires hand manipulative skills for word processing and writing. Must be able to hear verbal conversations over the phone and in-person with background noise. Must be able to consistently identify objects and persons at a distance and read fine print on medical records and forms. Ability to speak clearly and make self understood in a one-on-one basis with clinic residents and in a variety of formal and informal group settings.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. Furthermore, they do not establish a contract for employment nor do they alter the at-will nature of the party's employment relationship. The employer retains the discretion to change and alter this description at its discretion.