

Christian Health Care Center

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

JOB DESCRIPTION

TITLE: Director of Nursing Services
REPORTS TO: Administrator
SUPERVISES: Nursing Department
FLSA STATUS: Exempt, Salary

JOB SUMMARY: This position has responsibility for leading the health care team and directing all functions relating to 24 hour nursing care and resident well-being. This position ensures the philosophy and objectives of the facility and nursing department are monitored and maintained and that all policies and procedures are implemented in a consistent, professional manner. A significant focus will include case mix, RUG score and budget management to facilitate financial viability of the facility.

ESSENTIAL JOB FUNCTIONS:

1. Maintains effective communication with Administrator, providing updates on all nursing department activities.
2. Provides leadership and works alongside nursing department to promote a team approach in maintaining the highest quality resident care.
3. Supervises assigned staff, including selection, orientation, training, coaching, discipline, and timely performance reviews.
4. Participates as a member of the management team, working cooperatively with all departments to provide for all resident needs.
5. Oversees clinical portion of the resident care plan process to ensure timely completion and quality resident care.
6. Utilizes the Q.I. reports to effectively maintain quality care.
7. Ensures compliance with all state and federal regulations; interfaces with state survey team for issues related to the nursing department to ensure a successful survey.
8. Monitors and maintains nursing department budget.
9. Ensures compliance, training and proper utilization of all clinical software.
10. Ensures Nursing care standards are in compliance with Washington State Department of Health.
11. Develops, implements and updates resident care policies and procedures in compliance with all state and federal regulations and guidelines.
12. Oversees and supervises all staff development functions, including the proper implementation of infection control policies and procedures.
13. Works with Human Resources to ensure nursing department is properly staffed with qualified, trained staff.
14. Acts as the liaison with DSHS Quality Assurance Nurse.
15. Provides oversight and coordination in the admissions process in providing proper medical assessments and ensuring CHCC's ability to provide necessary resident care and services.
16. Monitors that all incidents of resident abuse are recorded, properly investigated, reported and appropriate action is taken. Informs Executive

Director of abuse allegations.

OTHER JOB FUNCTIONS:

17. Assists in the support of company-sponsored events, activities, and functions.
18. Participates in community and professional activities to maintain and strengthen own professional competency and connections with the community.
19. Performs special projects as assigned that may include extensive research, public contact, and report writing.

WORKING CONDITIONS AND EQUIPMENT USED:

Work is performed in a fast-paced patient/resident environment with frequent interruptions. Incumbent must be team-oriented and work collaboratively with staff, demonstrating excellent communication skills. Incumbent must be able to effectively utilize computers and various software, computer printers, photocopier, telephone system (multiple line), and fax, as well as standard medical equipment used in long-term care facilities. Occasional travel to other local offices may be required. Travel outside local area may be needed to attend seminars or conferences. Incumbent is expected to be flexible to respond to 24-hour emergency needs.

QUALIFICATIONS:

Knowledge of:

- State and federal regulations pertaining to long-term care.
- Standard practices and procedures used in providing nursing services.
- Demonstrated working knowledge with case mix, RUG scores, and budget management.
- Demonstrated working knowledge of managing and coordinating the MDS process.

Skill and ability to:

- Excellent verbal and written communication skills, ability to explain policies and procedures and persuade staff compliance.
- Strong leadership skills; ability to motivate and lead staff in providing top quality resident care.
- Strong management skills, including problem solving skills, decision making abilities; and coaching skills.
- Maintain high standards despite various deadlines and pressures.
- Strong organizational skills and attention to detail.
- Establish and maintain constructive relationships with other department managers and nursing staff.
- Proficient with various software (Microsoft Word, Excel, and Outlook).

Education and Experience:

- Currently licensed in Washington State as a Registered Nurse.
- Five or more years nursing practice or related nursing services experience in long-term care.
- Two or more years of experience supervising employees.
- Experience managing one or more departments preferred.

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 have visual ability to consistently identify objects and persons at a distance, assess resident skin conditions, 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.

Linda VanderSys, Administrator

Date

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 and are subject to change at the discretion of the employer.