

Title: Director of Nursing

Location: Multiple

Description:

We are looking for a dynamic Director of Nursing to manage our overall operation in the Nursing Services Department. Extremely competitive Salary and Benefits Package! Flexible Hours and Great Working Environment!!

Must be able to complete the following essential job functions:

- Interpret and put into effect administrative policies established by the facility.
- Team Player with excellent attitude with dealing staff, residents and families
- Strong initiative
- Inform Administrator of ongoing care issues.
- Assist in preparing and administering the budget for the Nursing Department within the fiscal guidelines.
- Develop and maintain nursing care objectives and standards of nursing care practices for this facility in cooperation with nursing team.
- Cooperate with the Nursing staff in developing nursing care policies and procedure
- Plan, organize and direct in cooperation with the Administrator, effective administration of nursing unit and patient care given based on the established goals and objectives, standards, policies, and procedures of this facility.
- Regularly inspect the facility and nursing practices for compliance with federal, state and local standards and regulations.
- Assure residents are comfortable, clean, orderly and safe environment.
- Cooperate with the staffing coordinator to determine staffing requirements based on current needs.
- Insure adequate State and Federal coverage is provided for each shift.
- Establish procedures for administration and control of medications.
- Establish procedures for the care, use and stock level of all nursing supplies and equipment.
- Work closely with the Utilization Review Committee regarding Medicare residents.
- On call for emergencies that supervisory personnel cannot handle.
- Assure proper handling and emergency care of residents, personnel, and visitors while on the job or in the building.
- Assist in development of Patient Care Plans for individual residents including rehabilitative and restorative activities. In cooperation with the Social Worker, Food Service Director and Activities Director meet weekly to keep Patient Care Plans current.
- Maintain required records. Review, update and revise policies including OBRA procedures to meet current objectives and State and Federal Standards
- Attend Department Head meetings, Morning stand up and coordinate activities of Nursing Service with other departments of the facility.
- Participate in coordination of resident services through departmental and appropriate staff committee meetings.
- Study Infection Control Reports, Medication Incident Reports and Patient Incident Reports for corrective action.
- Meet monthly with Nursing Staff regarding Chart Audit and Physician's Orders. Review audit with Medical Records Technician prior to submitting to Administration.

- Review discharge summaries on a timely basis.
- Meet monthly with staff on each shift.
- Perform in-house quality assurance survey in cooperation on a quarterly basis. In areas where problems exist, check them on a weekly or monthly basis as circumstances dictate.
- Member of the Inservice Committee, Safety Committee, Patient Care Committee, Pharmacy, Medical Staff and Administrative Staff Committee.
- Evaluate all Licensed Nurses in the facility including Supervisory and Charge Nurses.
- Work closely with the Administrator in evaluating the budget for the Nursing Department, including Capital Equipment and Personnel Budget.
- Especially conscious of cost and attempt to provide quality staff for the Nursing Department within budgetary constraints
- Develop and maintain nursing service objectives, standards of nursing practice, nursing policy and procedure manuals, written job descriptions for each level of nursing personnel, scheduling of rounds to see all residents, methods for coordination of nursing services with other resident services.
- Recommend the number and level of nursing personnel to be employed within sound fiscal guidelines and quality patient care.
- Organize, develop, and direct the Nursing administration and resident care of the nursing service department.
- Has the administrative authority, responsibility and accountability for all functions, activities, and training of the nursing service department.
- Assume administrative responsibility for the facility in the absence of the Administrator.
- Comply with, support and enforce Company policies involving all safety and infection control procedures to include the proper use of mechanical lifts, gait belts
- Understand, comply with and promote all rules and regulations regarding residents' rights; promote positive relationships with residents, visitors, and regulators, to include presenting a professional appearance.

Qualifications:

- Must be a Registered Nurse in good standing and currently licensed by the State of CA
- Must have 3 to 5 years of management experience in a skilled nursing facility.
- A clear understanding and working knowledge of MDS 3.0
- Must be able to relate positively and favorably to residents, families, and government regulators, and to work cooperatively with other associates at all levels.
- Must have experience in performance management
- Capable of working with minimal supervision.
- Must possess basic computer skills, including e-mail use.
- Must be able to travel, including overnight stays.
- Must be capable of maintaining regular attendance.
- Must meet all local health regulations, and pass post-employment physical exam if required. This requirement also includes drug screening, criminal background investigation and references
- Must be capable of performing the Essential job Functions of this job, with or without reasonable accommodation

