

Title: Director of Staff Development

Location: Multiple States

Description:

We are looking for an Exceptional Director of Staff Development. Candidate must have DSD experience, and have a passion for the position. We are seeking a DSD with great interpersonal skills, has the ability to work well with everyone from the CNA to the CEO, is computer savvy, and well organized.

Timely provide all requested support to Director of Nursing for hiring nurses and CNA's Timely provide all requested support to other department heads for staffing. Timely provide orientation of all new staff, with timely, accurate and complete documentation. Timely provide all of required training, with timely, accurate, and complete documentation. Provide Administrator with monthly list of staff who have not attended mandatory, scheduled training. Maintain all processes specific to infection control. Provide monthly assessment to Administrator. Provide timely and accurate analysis of PPDs for ADLs, staffing and ratios. Maintain all employee personnel files as required by law, regulations and company policies & procedures. Survey-substantial compliance. Labor expenses within budget. Other expenses within budget. Timely and accurately evaluate performance of direct reports. Timely and effectively integrate all identified company and regional initiatives into the department. Timely and effectively integrate identified best practices into operations.

**RN or LVN License Required**

**Director of Staff Development Certification Required**

**MINIMUM QUALIFICATIONS (Education, Certification, and Experience)** \* Must have, as a minimum 2-3 years medical experience in long-term care. \* Must possess at a minimum, a high school diploma. Associate's Degree preferred. \* Must be willing to seek out new methods and principles and be willing to incorporate them into existing training practices. \* Must possess the ability to plan and develop new programs. \* Must possess the ability to make independent decisions when circumstances warrant such action. \* Must be able to speak, read, and write the English language in a understandable manner. \* Must be able to follow written and oral instructions. \* Must possess the ability to deal tactfully with personnel, residents, visitors and the general public. \* Must possess the ability to minimize waste of supplies, misuse of equipment, etc. \* Be knowledgeable in various computer programs, system applications, and other office equipment. \* Must possess the ability to plan, organize, develop, implement, and interpret the programs, goals, objectives, policies & procedures, etc., that are necessary for providing quality care. \* Must possess leadership & supervisory ability and the willingness to work harmoniously with and supervise other personnel.