



**Northwest Colorado Health
Casey's Pond Senior Living
Director of Nursing**

General Statement of Duties:

Responsible for the overall clinical oversight of the 66-bed skilled nursing area called the Doak Walker House. In conjunction with the interdisciplinary team, the Director of Nursing is responsible for the medical, social, and emotional needs of skilled nursing residents and overseeing programs and staffing in order to meet those needs. Manages all nursing services and clinical associates at the Doak Walker House and is involved with the operational management oversight in conjunction with the Operations Director and Executive Director. Participates in the decision-making process regarding resident admissions to the Community. Exempt.

Supervision Received:

Reports to the Executive Director of Casey's Pond.

Supervision Exercised:

Nursing Staff.

Essential Functions:

1. Through on-going supervision and delegation on the nursing staff, ensure the provision of a continuous high quality of care in the Doak Walker House.
2. Continually evaluate the physical, emotional and/or social needs of residents.
3. Maintain or improve independence through directing, educating, and orienting residents in the use of appropriate adaptive equipment or techniques.
4. Maintain appropriate and complete reports, records, physician's orders, care plans, and progress notes. Ensure confidentiality of resident information.
5. Maintain communication with physicians, families and appropriate staff regarding resident status.
6. Assist residents and families by offering support in dealing emotionally with the aging process and illness; stimulating residents to participate in social and creative activities; and coordinating services for residents being admitted to and discharged from the Community.
7. Monitor infections and accidents of residents. Ensure families and physicians are notified of all accidents or incidents.
8. Ensure prompt response to resident call alerting system by all team members.
9. Responsible for verifying the completion and appropriateness of all medical forms and potential residents prior to admission.
10. Require daily shift to shift meetings with all care staff
11. Develop systems and process to ensure the department runs efficiently and effectively, provide staff education if necessary.
12. Work in conjunction with residents attending Physician, Hospice, or any other outside service working with the resident to make certain highest quality of service is being provided.
13. Serve as a member of Resident Care Planning, Resident Services, Resident Health Care and Safety Committees as requested.
14. Coordinate with Assisted Living Director, and Social Services Coordinators on transition meetings, resident transfers and rehabilitation, cross-utilization of nursing staff.
15. Maintain and implement nursing policies and procedures at Casey's Pond.

16. Treat residents and guests in a manner to ensure their complete satisfaction and strives to exceed customer expectations, incorporate principles of EDEN in all activities.
17. Ensure State and Federal regulatory compliance of the Doak Walker House.

HUMAN RESOURCES & FINANCIAL MANAGEMENT

18. Ensure adequate staffing pattern of care staff within authorized hour guidelines at all times.
19. Directly supervise the MDS Coordinator and all clinical nursing staff including but not limited to: training, disciplining, counseling, motivating, and evaluating.
20. Oversee work schedules and assignments to ensure staff accountability and task completion.
21. Ensure all nursing staff completes mandatory e-learning and in-services training.
22. Ensure that all staff follows established safety regulations, including fire protection, infection control, blood borne pathogens, hazardous waste, and quality assurance procedures.
23. Work with Business Management Director to develop and maintain current schedules of care and chargeable services; ensure proper documentation of all services by nursing staff.
24. Utilizes sound judgment and experience to solve moderately complex problems in adherence with organizational policies.
25. Performs other duties as assigned in line with HIPAA compliance.

Education and Licensure:

1. Education as required to obtain state nursing license (CO RN).
2. CPR certification.

Experience:

1. At least 3 years of experience in management and long-term care.

Requirements:

1. If car is used, must provide proof of adequate insurance coverage totaling at least \$300,000 and valid Colorado driver's license.
2. Current immunization history, after job offer and before starting job.
3. TB screening upon hire and annually per agency policy.

Skills:

1. Ability to stand, walk, sit, feel, reach, bend, stoop, crouch, talk, hear, and see
2. Ability to lift, carry, push, and pull up to 50 lbs.
3. Excellent interpersonal and communication skills for interacting with residents, guests and fellow associates

Knowledge:

1. Possesses extensive knowledge of a distinct skill or function and a thorough understanding of the organization and work environment.
2. Has working knowledge of functional discipline.
3. Basic typing and computer skills are essential, preferably in a Microsoft Windows environment.
4. Has an overall understanding of the organization, work environment and process.
5. Must have working knowledge of facility emergency procedures including fire and disaster drills.
6. Knowledge of resident-centered care.

Abilities:

1. Ability to follow facility policies.
2. Ability to maintain resident confidentiality and adhere to HIPAA policies.
3. Can deal with families under stress, interrelating to them and communicating effectively.

4. Can elicit information from clients.
5. Can respond to a variety of socio-economic and ethnic backgrounds appropriately.
6. Uses independent judgment to make decisions based on precedents and established guidelines. Solves problems using standard procedures and precedents. Knows when to refer issues to other directors and when to handle them personally.

Equipment:

1. Daily use of multi-line phone systems, fax, copy machine, shredder, postage meter, and computer.
2. Equipment also includes multi-passenger shuttle vehicles, wheelchairs, canes, walkers, and other durable medical equipment.

Working Conditions:

1. Weekend, evening, or night work as needed to ensure shift coverage.
2. This position has been classified as Resident-Facing, a position in which the incumbent could reasonably be expected to routinely interact with patients and/or patient family members. Employees in Resident-Facing positions are exposed to healthcare conditions that may require additional training, immunizations, and use of Personal Protective Equipment (PPE).
3. Possible exposure to blood-borne pathogens, various drugs, chemical, infectious, communicable diseases or biological hazards.
4. Subject to injury from falls, burns, odors, or cuts from equipment.

This description is intended to describe the essential job functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned, and management retains the right to add or change the duties at any time.

I, _____ acknowledge that on this date, I
(Print Name)
have received the following job description for my present position.

Signature of Employee: _____

Date: _____