



Director of Nursing Job Description

Summary:

The Director of Nursing is responsible for planning, organizing, developing, evaluating, and effectively directing the clinical staff of the assisted living nursing department to ensure the delivery of high-quality care and services of Community Members (CMs).

Reports to:

The Administrator.

Job Responsibilities:

- Responsible for the appropriate delegation of all licensed and non-licensed nursing staff as outlined by the State Board of Nursing and specific State regulations.
- Knowledgeable of state and other applicable regulations pertaining to a Community Based Residential Facility (CBRF) and demonstrates ability to implement and maintain compliance with these regulations to assure St. Monica's is survey ready.
- Responsible for facility compliance rounds.
- Direct the nursing program, including implementing new policies and procedures when necessary.
- Ensure delivery of compassionate quality care and nursing supervision as evidenced by adequate services and staff coverage.
- Implement and monitor the infection prevention practices designed to provide a safe, sanitary, and comfortable environment to prevent the transmission of disease and infection.
- Participate in the recruitment and hiring of nursing personnel.
- Oversees and supervises the delivery of orientation and in service education to equip nursing staff with sufficient knowledge and skills to provide compassionate, quality care and respect for resident rights according to regulations.
- Ensure timely completion of CM assessments and service plans at pre-admission, admission, 30 days, annually and with change of condition or at intervals specified by State regulations.
- Ensure nursing practice reflects skill in CM assessment, critical thinking, and nursing interventions.
- Coordinate nursing services with other services and departments, i.e., maintenance, dietary, housekeeping, laundry, life engagement, etc. as needed to meet the needs of the community members.
- Participate actively in quality improvement processes, including regular attendance at and reporting to the Safety Quality Improvement Team (SQIT).

- Promote, establish, and maintain relationships with CMs, families, staff, and other professionals.
- Evaluate the work performance of all nursing personnel and holds corrective action conversations, as necessary.
- Monitor nursing staff for compliance with OSHA mandates and policies on workplace safety.
- Proactively develops positive employee relations, incentives, and recognition programs.
- Promote teamwork, mutual respect, and effective communication of all employees.
- Monitors care for CMs receiving services through third party providers, assuring documentation requirements are met.
- Maintain confidentiality within the workplace with all written and verbal communication pertaining to CMs, staff, and community operations.
- Develop a business plan and budget for the nursing department.

Job Requirements:

- Registered Nurse with current licensure with the Wisconsin State Board of Nursing.
- Education requirements: Bachelor’s Degree or higher in a healthcare related field, nursing preferred.
- 3+ years staff hiring, training, supervision, dept leadership is a plus.
- Experience in Office Products: Word, Excel, Power Point, and electronic medical record preferred.
- Good communication skills and ability to relate to community members, families, and other professionals.
- Physical and emotional capacity: Education and experience in working with seniors and passionate about meeting their needs. Physical demands require frequent sitting, hearing, seeing and occasional lifting—less than 25 pounds.
- Supports St. Monica’s Mission and Values and models these behaviors to all.

Position is full-time/ 40 hours per week salary.

Employee Signature _____ Date _____

St. Monica’s Representative _____ Date _____