

## DIRECTOR OF NURSING

Department: Pine Valley Manor

Reports To: Administrator

### Purpose of Position

The purpose of this position is to direct, administer and supervise nursing services at Pine Valley Manor.

### Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- \* Supervises nursing staffing levels and plan schedules for licensed nurses and nursing assistants for residents care.
- \* Coordinates ancillary medical services including pharmacy, physical therapy, physicians, etc.
- \* Participates in interviewing, hiring and provide orientation for new employees. Assists in employee reviews, evaluations and planning. Recommends transfers, promotions, discipline and discharges.
- \* Ensures in-service training for licensed staff and twelve hours in-service training annually for non-licensed staff is provided.
- \* Monitors infection control precautions; collects data and prepares monthly report and makes changes in practice as needed.
- \* Cooperates with Bureau of Quality Compliance audits.
- \* Evaluates residents' Medicare eligibility on admission.
- \* Prepares agenda and participates in infection control, medical services meetings. Participates in Department Head and other staff meetings.
- \* Coordinates and supervises review of chronically mentally ill and developmentally disabled residents.
- \* Prepares nursing department policy and procedures.
- \* Supervises student nurse and student nursing assistant clinical experience.
- \* Performs residents pre-admission nursing needs assessment.
- \* Reviews new nursing products and recommends equipment purchases.

- \* Develops and implements nursing department Quality Assurance program.
- \* Coordinates all resident care services.
- \* Prepares agenda and directs licensed nursing and all nursing staff meetings.
- \* Maintains knowledge of current geriatric nursing techniques and administration by attending conferences and workshops.

Minimum Training and Experience Required to Perform Essential Job Functions

RN licensure with supervisory experience and knowledge of geriatric care, or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- \* Ability to decide the time, place and sequence of operations with a system or organizational framework, as well as the ability to oversee their execution. Ability to analyze and categorize data and information using established criteria, in order to define consequences and to consider and select alternatives.
- \* Ability to manage and direct a group of workers. Ability to counsel and mediate. Ability to persuade, convince and train others. Ability to advise and interpret how to apply policies, procedures and standards to specific situations.
- \* Ability to utilize design data and information such as high tech manuals and educational curricula. Ability to use advisory data and information such as Health and Human Service Department guidelines (HSS 132 and 134), CDC guidelines, nursing home policies and medical charts.
- \* Ability to communicate effectively with subordinates, Administrator, maintenance and clerical staff, physicians, Social Service personnel, residents and residents families.

Mathematical Ability

- \* Ability to calculate percentages, fractions and decimals; ability to calculate volume, ratios, and interpret basic descriptive statistical reports.

Judgment and Situational Reasoning Ability

- \* Ability to use functional reasoning development in performing functions within influence systems such as associated with supervising, managing, leading, teaching, directing and controlling.

- \* Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving the direction, control and planning of an entire program or set of programs.

#### Physical Requirements

- \* Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements involved in nursing care. Ability to operate equipment, telephone, typewriter, etc.
- \* Ability to operate equipment and machinery requiring monitoring multiple conditions and making multiple adjustments.
- \* Ability to exert moderate physical stress in sedentary to light work. Ability to handle, finger and feel. Ability to lift, carry, push and pull. Ability to stoop, kneel, crouch and crawl.
- \* Ability to recognize and identify harmonious or contrasting combinations of, as well as recognize individual characteristics of colors, forms, sounds, tastes, odors, textures, etc., associated with objects, materials and ingredients.

#### Environmental Adaptability

- \* Ability, in regard to environmental factors such as temperature variations, odors, toxic agents, violence, noise, vibrations, wetness, disease and/or dust, to work under safe and comfortable condition.

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.