Let Your Life Shine
RIVERWOODS
ALBRIGHT CARE-SERVICES

POSITION
11-133(17)

AUGUST 25, 2017

TITLE: Director of Nursing

DEPARTMENT: Nursing Administration

SUPERVISOR: Administrator

SHIFT: 7:00am – 3:30pm
Full time 40 hours/week

LOCATION: RiverWoods

BRIEF DESCRIPTION: Responsible for the Department of Nursing. Assists the Nursing Care Center Administrator in the general operations of the facility. Evaluates the quality of resident care and resident outcomes as they relate to health-care associated infections; collects, prepares and analyzes health-care associated infection –data, presents infection data and makes recommendations of actions.

PRIMARY RESPONSIBILITIES:

- Establishes objectives for the Nursing Department and develops an organizational structure to achieve these objectives.
- Maintains developed standard of nursing practice and provides constructive changes as needed.
- Analyzes and evaluates nursing services to effectively utilize staff time and activities.
- Maintains nursing policy and procedure manuals.
- Evaluates the quality of resident care and resident outcomes as they relate to health-care associated infections; collects, prepares/analyzes health-care associated infection –data, presents infection data and makes recommendations of actions.
- Monitors employee compliance in use of barriers and infection control measures.
- Maintains current written job descriptions for each level of nursing personnel.
- Interprets and implements administrative policies.
- Prepares and administers the budget for the Nursing Department
- Directs the management of nursing personnel.
- Required to spend a minimum of 25% of time on Units.
- Directs orientation and inservice training for nursing personnel.
- Plans and conducts meetings with professional and ancillary personnel to encourage participation in formulating departmental policies/procedures, to promote initiative, to solve problems, and encourage individual staff development.
- Actively participates in the recruitment and retention of employees.
- Provides the interdisciplinary team with needed information to make informed decisions.

QUALIFICATIONS:

- Registered Nurse currently licensed in the Commonwealth of Pennsylvania.
- Graduate of an accredited college or university or a minimum of three years in subordinate administrative positions in a nursing home.
- Proven supervisory skills and administrative ability.
- Ability to communicate effectively with staff, residents, representatives of the community and visitors.
- Must be able to pass a physical examination within State and Federal guidelines.

PHYSICAL DEMANDS:

- Visual acuity to prepare and read reports.
- Visual acuity to determine change in residents' condition.
- Sits 50%, walks 30% and stands 20%.
- Manual dexterity to handle equipment.
- Chance of exposure to communicable diseases.