

**SEPTEMBER 21, 2017**

<b>TITLE:</b>	Assistant Director of Nursing	<b>DEPARTMENT:</b>	Nursing
<b>SUPERVISOR:</b>	Director of Nursing	<b>SHIFT:</b>	8:00am – 4:30pm Full time 40 hours/week Weekends/holidays as needed
<b>LOCATION:</b>	RiverWoods		

**BRIEF DESCRIPTION:** Promotes and maintains the health of individuals in the nursing care center through quality care. Assists in organizing and managing the nursing department under the direction of the DON. Supports and assists in leading the RNs. Effectively directs and supervises the work of the LPNs.

**PRIMARY RESPONSIBILITIES:**

- Works cooperatively with the DON and nursing team to ensure 24-hour continuity of care.
- Supervises the work/performance of charge/med nurses.
- Works with nursing scheduler to ensure adequate department coverage.
- Analyzes nursing services to ensure appropriate utilization of staff time and abilities.
- Ensures accurate maintenance of resident's electronic health record (EHR) through periodic checks. Educates nursing staff on proper documentation in EHR.
- Ensures accurate medical assessment of residents and reviews and supports necessity of calling physician.
- Inspects resident areas to ensure that resident needs are being met and regulatory compliance is maintained.
- Assures medications are appropriately administered; facilitates the resolution of medication process concerns.
- Provides appropriate direction for medications or treatments in accordance with medical staff policies in the absence of a physician.
- Interprets organization policies and procedures to staff members and ensures compliance.
- Oversees the admission process of new or re-admitted residents to the nursing care center, assuring resident assessment and documentation is complete.
- Maintains harmonious relationships among staff, residents and visitors. Leads by example in exhibiting a positive, professional approach and interaction with others.
- Instructs nursing personnel in new nursing care techniques, procedures, and equipment.
- Assumes the duties of the RN in his/her absence.
- Assists with administration and maintenance of employee health requirements such as; TST and Hepatitis B Vaccines and titers as needed. Ensures the programs are in compliance.

**QUALIFICATIONS:**

- RN or BSN Degree from a school of professional nursing; license and current registration to practice as Registered Nurse in the Commonwealth of Pennsylvania.
- Must possess knowledge and skill in the application of current nursing procedures and techniques of patient care. Ability to interpret existing health regulations.
- Ability to effectively plan and coordinate nursing care for individuals.
- Ability to plan, organize, work independently, problem solve under pressure, act quickly and effectively in an emergency establish and maintain cooperative working relationships, and effectively supervise and direct the work of others in a fair, firm and consistent manner. Must be able to accept and utilize guidance.

**PHYSICAL DEMANDS:**

- Uses speech, hearing and vision to understand and give direction during a work day/shift.
- Sits, walks, bends, stands and reaches constantly during a work day/shift.
- Occasional lifting up to 25 pounds, pushing/pulling up to 200 pounds (wheelchairs).
- Sits 50%, walks 25%, and stands 25%.