**United Methodist Homes**

**Job Description**

**Job Title: Assistant Director of Nursing**

**Department:** Nursing Administration

**Reports To:** Director of Nursing

**FLSA Status:** Exempt

**Summary** Oversees the clinical services of nursing home and assists in the planning, direction, organization and evaluation of the nursing department operations

**Essential Duties and Responsibilities include the following. Other duties may be assigned.**

- Oversees the clinical services in the nursing home ensuring that all federal, state and local standards, regulations and guidelines that govern the facility are adhered to

- Monitors and oversees the care planning process by attending care conference meetings intermittently

- Assists the Director of Nursing Services in developing, revising, implementing and overseeing policies and procedures for the Nursing department

- Assists in the completion of PRI assessments and submissions

- Assists in interviewing for the Nursing department

- Participates on quality team(s) as assigned.

- Leads quality team(s) as assigned participates in meetings and prepares reports as indicated by QAPI program.

- Functions as the facility Hospice liaison and Narcotic Control Substance Officer

- Shares the responsibility with Director of Nursing Services for on-call responsibility

- Functions as Director of Nursing Services in his/her absence

- Responds to resident, family, visitor and staff complaints/grievance in a timely and appropriate manner.

- Is subject to call-back during emergency conditions (severe weather, evacuation, post-disaster, etc)

**Supervisory Responsibilities**

Manages Unit Managers and Charge Nurses who supervise Certified Nursing Assistants and other non-licensed nursing personnel in the nursing department. Is responsible for the oversight of these units. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

**Education and/or Experience**

Associate's degree (A. A.) or equivalent from two-year College or technical school for Registered Professional Nursing

**Language Skills**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of residents and/or family members or employees of organization.

**Certificates, Licenses, Registrations**

- Must possess a current active license as Registered Professional Nurse in the state of New York or Pennsylvania based on campus location

**Other Qualifications**

**-** Should possess three years or more of supervisory experience in the field of nurse management

**Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; talk or hear and taste or smell. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.

**Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

While performing the duties of this Job, the employee is regularly exposed to fumes or airborne particles. The employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.

**Acknowledgement:** I have read this job description and fully understand the requirements of the position. I accept this position and agree to perform the identified essential functions in a safe manner and in accordance with the facility’s established procedures.

**Employee Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_