Assistant Director of Nursing
Job Description

Department: Nursing  Reports To: Director of Nursing  FLSA Status: Exempt

Summary
Plans, directs, and coordinates resident care activities for EdenHill Communities to maintain standards of residents’ care, and advises medical staff, department heads, and administrators in matters related to nursing service by performing the following duties personally or through subordinate supervisors. Assists the Director of Nursing Services in directing the activities of licensed and non-licensed personnel who provide healthcare and nursing service to the residents of The Legacy at EdenHill Communities on a 24-hour, 7 day per week basis. Directs and coordinates infection control program at EdenHill Communities. Coordinates focused training and competency checks for nursing staff.

Nature and Scope
- The Assistant Director of Nursing Services reports to the Director of Nursing Services. Reporting to this position are Weekend Supervisors, Unit Managers, Registered Nurses, Licensed Vocational Nurses, Certified Medication Aides, Certified Nurse Aides, Restorative Aides, Hospitality Aides, and Unit Clerks.
- The Assistant Director of Nursing Services compliments the Director of Nursing Services in planning, developing, and supervising the activities of licensed and non-licensed personnel who provide healthcare and nursing services to residents of The Legacy at EdenHill Communities. This position assists with the development and implementation of nursing services, objectives, and policies and procedures in accordance with Federal and State regulations.
- The incumbent shares, with the Director of Nursing Services, the responsibility for selecting Nursing Department staff, completing employee appraisals, and resolving problems involving employee disciplinary action.
- The Assistant Director of Nursing Services shares responsibility for backing up RN staff on a 24-hour per day, 7 day per week basis.
- The Assistant Director of Nursing Services may confer with residents’ physicians on an occasional basis to clarify medical orders and direct care.
- In the absence of the Director of Nursing Services, the Assistant Director of Nursing Services performs the duties of the Director.

Essential Duties and Responsibilities include the following. Other duties may be assigned.
- Recommends establishment or revision of policies, procedures, and methods and develops organizational structure and standards of performance.
- Advises and assists Administrator, Director of Nursing, and medical staff in planning and developing administrative and operational policies and procedures, facilities use and planning, and strategic planning.
- Coordinates implementation of methods and procedures to ensure achievement of objectives.
- Coordinates, integrates, and evaluates functions and activities of nursing program.
- Consults with Administrator, Director of Nursing, department heads, and others to coordinate nursing activities with other EdenHill activities.
- Interprets policies and objectives of nursing service to staff and community groups.
- Analyzes and evaluates overall resident care program.
- Confers with managers and staff concerning problems of resident care.
- Evaluates the education and training needs of personnel and directs development and implementation of in-service programs through subordinate staff.
- Makes periodic rounds of resident care units.
- Develops and promotes cooperative working relationships with other hospitals and community agencies, and with other departments.
- Assists in the preparation and monitoring of nursing services budget.
- Performs personnel management functions such as establishing personnel qualification requirements, drafting procedure manuals, initiating in-service programs, and installing record and reporting systems.
- Initiates studies to evaluate effectiveness of nursing services in relation to their objectives and costs.
- Prepares periodic reports concerning resident care service.
- Facilitates a working relationship with institutions of higher learning.
- Oversees the clinical operations (i.e., monitoring resident conditions, psychopharmacological drugs, restraint use, Foley catheters, pressure ulcers, etc.) of the Nursing Department.
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Limited standardization exists. Ability to solve practical problems and deal with a variety of concrete and abstract variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Supervisory Responsibilities
Assist in managing all of EdenHill Communities’ nursing staff. Assist in the overall direction, coordination, and evaluation of the department. Carries out supervisory responsibilities in accordance with EdenHill Communities policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; 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
Registered nurse degree from an accredited school of nursing and four to ten years related experience and/or training; or equivalent combination of education and experience.

Language Skills
Ability to read, analyze, and interpret policies and procedures of governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, residents, families, and the general public.

Mathematical Skills
Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability
Ability to solve practical problems and deal with a variety of concrete and abstract variables in situations where only limited standardization exists.
Computer Skills
To perform this job successfully, an individual should have knowledge of Database software; Spreadsheet software and Word Processing software.

Certificates, Licenses, Registrations
Texas Registered Nurse who has graduated from an accredited school of nursing.

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 frequently required to walk, stand, or sit. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

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. The noise level in the work environment is usually quiet, however, may be unpredictable due to staff and resident interactions.

Competencies
To perform the job successfully, an individual should demonstrate the following competencies:

Analytical  Delegation  Leadership  Problem Solving
Managing People  Quality Management  Project Management  Business Acumen
Cost Consciousness  Technical Skills  Diversity  Ethics
Organizational  Supportive  Strategic Thinking  Judgment
Motivation  Customer Service  Interpersonal Skills  Oral Communication
Planning/Organizing  Professionalism  Written Communication  Quality
Visionary Leadership  Teamwork  Safety and Security  Adaptability
Initiative  Attendance/Punctuality  Dependability  Change Management
Innovation  

Acknowledgment:
I have read this job description and fully understand the requirements set forth herein. I hereby accept the position of Assistant Director of Nursing and will perform all said duties to the best of my ability and understand that as a result of my employment, I may be exposed to the AIDS and Hepatitis B viruses. I understand that I may be held criminally liable for failure to report suspected abuse, neglect or exploitation.

I further understand that my employment is at-will, and thereby understand that my employment may be terminated at-will by the facility or myself with or without notice.

Printed Employee Name: ___________________________ Date: ___________________________

Employee Signature: _____________________________