



## DIRECTOR OF NURSING POSITION DESCRIPTION

*“To glorify God by providing a continuum of care and services that demonstrates the love and compassion of Jesus Christ.”*

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**Position Summary:** To provide leadership to the Resthaven Care Center nursing department within the mission of the organization and in compliance with all regulatory requirements.

### **Essential Responsibilities:**

1. Hire, direct, assign, monitor, evaluate, train, and supervise the work activities of nursing staff. Define, develop, adapt and maintain the standards of nursing practice within the facility, while implementing the total nursing care program in accordance with federal, state, and local standards, guidelines, and regulations.
2. Ensure adequate staffing levels to provide the care, supervision, monitoring, and documentation required to meet each resident’s needs and monitoring of staffing ratios.
3. Assist with investigating and resolving complaints from residents, resident’s families, staff, and physicians.
4. Develop and monitor the budget and ensure appropriate financial activities for the nursing department.
5. Responsible for collaborating with other departments and agencies regarding resources and services for improved resident care and staff development.
6. Evaluates the quality and cost-effectiveness of staffing and services within the goals of the facility.
7. Serve as spokesperson for nursing matters and represents facility with professional nursing and related organizations.
8. Participates in appropriate meetings and committees.
9. Responsible for managing and directing the QAPI committee and process.
10. Assist with Licensure and Certification survey process including investigating incidents and following reporting requirements, pre-survey preparation, during survey management, and post-survey plan of correction creating and completion.

### **Essential Skills & Experience:**

1. A minimum of five years of nursing supervisory and / or management experience in the senior living industry.
2. Thorough knowledge of nursing principles, methods, and principles.
3. Ability to supervise, direct, and organize the work of assigned staff.
4. Effective organizational skills
5. Effective written and verbal communication skills.
6. Knowledge of computer programs and software.

### **Required Licenses, Registration, and/or Certifications:**

1. Possession of a current license from the Michigan Board of Nursing to practice as a Registered Nurse.

**Nonessential Responsibilities:**

1. Establish and maintain effective working relationships with staff, management, residents, resident's families, and the public.
2. Performs all other duties as assigned.

**Nonessential Skills & Experience:**

1. Ability to speak in public and make presentations to both small and large groups.

**Physical Demands & Work Environment:** The physical demands and work environment characteristics 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.

- Physical demands:

The employee is required to stand and/or walk for extended periods of time; handle or feel objects, tools or controls; reach with hands and arms; balance; bend; twist, stoop; kneel or crouch; sit; talk and speak clearly to a range of audience sizes with varying abilities to hear and/or comprehend; hear; carry, push and pull.

The employee must be able to lift up to 30 pounds and push/pull/move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

- Work environment:

Is subject to frequent interruptions. Is involved with residents, staff, visitors, government and regulating agencies, etc. under all conditions and circumstances. Is subject to emotional upset and problem behaviors from residents, family members, staff, and others. May be required to work on shifts other than on the one for which hired. Is subject to injury from falls, burns from equipment, odors, etc. throughout the day, as well as reactions from dust, disinfectants, and other air contaminants. May be necessary to assist in the evacuation of residents during emergency situations.