

## JOB DESCRIPTION

**Job Title:** Director of Nursing

**Supervisor:** Administrator

**FLSA Status:** exempt

### Minimum Eligibility Requirements:

- Licensed RN in good standing with Idaho State Licensing Bureau
- Ability to remain calm under stressful situations
- Effective and clear communications with residents, staff and resident families, vendors and the general public
- Must be computer literate to perform function of position. Understanding or experience with ECP, and/or other related software programs a plus
- Must be able to pass criminal and drug background tests as required by Bureau of Licensing and corporate policies
- Must be able to work respectfully and compassionately with older adults and memory impaired residents
- Long Term Care (LTC), Nursing Home, Assisted Living, Home Health, or Dementia Care Experience
- Experience in performance management and effective leadership

### Essential Functions:

- Perform nursing procedures as outlined by state law and "Idaho Board of Nursing Rules"
- Perform delegation of all nursing functions, according to IDAPA 23.01.01, "Idaho Board of Nursing Rules," Section 400
- Ensure compliance and understanding of all state regulations and residents rights according to Department of Health and Welfare
- Alternate on-call duty and remain accessible by phone to answer questions from LPN(s).
- Interact on a professional level with resident's physician, pharmacist and other medical personnel as needed
- Lead nursing staff in the day to day care of residents (i.e. ADLs, change of condition, etc.)
- Supervise the receiving, documenting, distribution and discontinuation of all resident medications
- Comply with the Department of Health and Welfare, CDAH Management LLC and The Garden at Orchard Ridge's policies and procedures
- Awareness of MSDS materials, infection control practices and protective precautions
- Evaluate performance of all nursing personnel, assist in determination of compensation and implement discipline according to operational policies
- Participate in all admissions assessments
- Develop and implement resident care plans based on family interviews and resident assessment to include but not limited to:
  - Coordinate with LPN regarding admission, care plans and NSA's
  - Participate in selected family meetings w/LPN (i.e. hospice intake, level change, etc.)
  - Conduct 90-day reviews, record change updates in MAR system, and recommend care changes to the administrator
  - Maintain awareness of resident status and record update in MAR
  - Communicates change of condition with administrator and financial director
  - Maintain current and accurate resident records as outlined in policies and procedure manuals
- Reviews care notes daily to monitor and ensure timely, effective responses to significant changes in condition, transfers, discharges, unexplained injuries, falls, behavioral episodes and medication errors
- Performs rounds with LPNs to observe care and to interview staff, residents, families or other interested parties
- Meet customer service standards in a friendly, helpful and courteous manner and monitor the same among staff for all external and internal customers
- Monitors facility incidents and complaints daily to identify those defined as unusual occurrences by State policy and promptly reports such occurrences to the Administrator for appropriate action
- Monitors complaint reports daily for allegations of potential abuse or neglect, or the loss or misappropriation of resident property, and participates in these investigations
- Participates in the recruitment and selection of nursing personnel and assures sufficient staff are hired

- Proactively develops positive employee relations, incentives, and recognition programs. Promotes teamwork, mutual respect, and effective communication
- Excellent interpersonal and conflict resolution skills
- Assists the Administrator to prepare staff for state surveys, instruct staff on matters of conduct and disclosure, handle interview by inspectors or ombudsmen, and immediate corrections of cited problems,
- Reviews and reinforces important standards previously cited
- Participates in the preparation of the Plan of Correction response to a survey, and implements any follow-up QA required for any nursing allegations
- Managing, communicating, and controlling the factors that affect the budget

**Training:**

- Directs all in-service monthly meetings; Provide necessary ongoing staff training and compliance to local, state and federal policies
- Attend all required in-service training
- Coordinates with all resident related services

**Working Conditions (travel, hours, and environment):**

Ability to work full time on dedicated schedule as well as rotating on-call schedule

**Physical /Sensory Requirements (with or without the aid of mechanical devices.)**

Medium work- Ability to exert 20-50 pounds of force occasionally, and/or 10-25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to lift, carry, push, pull, or otherwise move objects

**Compensation:**

Compensation DOE. Benefits include paid vacation, sick leave, health insurance, 401k, health club membership

**Application Process:**

Application can be downloaded at [www.theorchardcda.org](http://www.theorchardcda.org). Application and resume are both required and may be either e-mailed to [teckhardt@theorchardcda.org](mailto:teckhardt@theorchardcda.org) or mailed to Tina Eckhardt at The Village at Orchard Ridge, 624 W. Harrison Avenue, Coeur d Alene, Idaho 83814. No telephone calls please.