



**Position Opening
April 6, 2018**

TITLE: Director of Nursing Services (DON)

PURPOSE: To implement and direct nursing care services for residents in the Health Center (Davis/Brewer/Larus Center). To oversee the daily operation and delivery of nursing services to residents in the 72 bed Skilled Nursing Center to ensure high quality nursing services and resident/family satisfaction. To maintain State, Federal, and CCAC compliance.

REQUIREMENTS:

1. A valid State of Connecticut license as a Registered Nurse.
2. A BSN degree or equivalent experience.
3. Two or more years of leadership experience in skilled nursing, rehabilitation or psychiatric nursing.
4. Strong familiarity with Federal, State, and CCAC regulations/standards.

IDEAL CANDIDATE CAPABILITIES:

1. Strong leadership skills.
2. Ability to direct staff, and discipline and coach as necessary.
3. Ability to operate with a calm, professional thorough approach.
4. Ability to maintain good rapport with staff, families, physicians, and residents.
5. Ability to read, understand and follow written and verbal doctors' orders, resident care plans, prescriptions, and duty assignments.
6. Ability to relate to seniors in a dignified manner.

RESPONSIBILITIES:

1. Insure compliance of Skilled Nursing Center with Federal, State, and CCAC regulations.
2. Develop and maintain nursing service's goals, objectives, standards of practice, policies/procedures, and communicates these to staff to ensure teamwork compliance and quality care.
3. Coordinate resident plan of care with interdisciplinary team/services in the Health Center.
4. 24 hour, 7 day responsibility regarding nursing services and emergencies; works as staff nurse as needed; participates in on-call responsibility.
5. Daily rounds to observe residents and staff to ensure high quality of care, services, and compliance.
6. Responsible for reporting and investigating all Incident/Accidents and notifications to authorities, as indicated, Licensed Nursing Home Administrator, COO and SVP of Health Services.
7. Schedule work time on all shifts to evaluate resident care, personnel, and quality of care - manages staffing schedule to assure adequate coverage - recommend appropriate numbers and levels of staff; monitor attendance, and discipline non compliance to attendance policy as necessary.

8. Monitors overtime use; approves nursing overtime prior to utilization.
9. Communicate resident, family and staff concerns promptly to the Licensed Nursing Home Administrator.
10. Active participation in staff development through orientation and in-service programs; resident care conferences; staff meetings, including monthly licensed Nurses and CNA meetings.
11. Active participation in Quality Assurance, Pharmacy, Infection Control, Safety, Ethics, Behavioral Health, CCAC and Medical Governing Board Committees.
12. Monitors documentation for compliance.
13. Review pre-admission and admission information regarding SNF residents.
14. Develops and implements Enrichment Book for all staff. Keeps Enrichment Book current and manages employee process of annual competency test completion.
15. Incorporates resident centered care and culture change in all procedures/policies.
16. Responsible for weekly Medical Director rounds tracking.
17. Responsible for narcotic control and bi-monthly audits.
18. Responsible for timeliness of consultant visits and follow up – pharmacy, dental, audiology, optometry, podiatry, urogynecology, psychiatry, etc.
19. Supervise the ADNS.
20. SOS (Supervisor on Site) rotation.
21. Works closely with nursing staff to assure teamwork, compliance, communication, resident, family, and staff satisfaction.
22. Monitors effectiveness and performance of charge nurse and weekend supervisor and CNA's.
23. Involvement in resident/family and staff conferences. Monitors MDS/Care Plan implementation and effectiveness.
24. Reviews and prepares reports regarding Quality Indicators.
25. Prepare and monitor nursing budget.
26. Hire, direct, coach and counsel, the nursing staff as necessary.
27. Responsible for the timely performance evaluations of staff.
28. Understand and support the mission and philosophy of Seabury.
29. Convey a professional and caring image.
30. Abide by residents' rights.
31. Abide by and promote Seabury's Mission and Service Standards.