

Employment Opportunities

EO-490

December 19, 2024

“Employment Opportunities” (EO) is a job clearinghouse for non-profit organizations. A one-time listing in Positions Available for LeadingAge Wisconsin members/subscribers is \$50 for a direct reply and \$75 for a blind ad. The fee for non-members for a onetime listing in Positions Available is \$100 for a direct reply and \$125 for a blind ad.

Employment Opportunities are typically included in our *Member Updates* newsletter. Ads submitted also are displayed on the LeadingAge Wisconsin website which can be found at:
www.leadingagewi.org/services-education/employment-opportunities.

EO-1081 Director of Nursing – Hudson, Wisconsin

Qualifications:

1. Must be a registered nurse currently licensed in Wisconsin.
2. At least three (3) years of experience in nursing supervision.
3. At least five (5) years of experience in long term care or geriatric nursing.
4. Experience with Medicare/Medicaid standards is desirable.
5. Must be currently trained in Basic Life Support.
6. Must have excellent communication skills.
7. Must have an acceptable criminal background check.

Status:

The Director of Nursing (DON) receives general supervision from the Administrator. The DON provides direct supervision to the entire nursing department including all nurses, nursing assistants, staffing coordinator, the nursing administrative assistant, the Clinical Manager, and the Health Information Management Coordinator/Medical Records. The DON also coordinates the nursing program at Pine Ridge Assisted Living and the nursing emergency response program for Wintergreen Senior Apartments.

Essential Job Functions:

The DON is responsible for the overall organization and administration of the Nursing Department of CCH, in order to provide quality nursing care to the residents and to assure compliance with state and federal guidelines. This position is on call one day a week and every 4th weekend.

Specific Job Duties:

1. Oversees provision of 24-hour nursing care meeting all regulatory requirements
2. Establishes objectives for the department of nursing and for the organizational structure
3. Develops, implements, and revises nursing department policies and procedures
4. Interprets administrative policies and procedures to the nursing personnel
5. Oversees and participates in recruitment, selection, and retention of nursing employees
6. Promotes professional standards in nursing care: respects the rights of residents and maintains confidentiality; maintains professional attitude and conduct; and assists in maintaining ethical, legal, and professional responsibility among nursing staff
7. Oversees completion of 90 day and annual job performance evaluations for all nursing personnel
8. Completes 90 day and annual evaluations for nurse management team, staffing secretary, unit secretary, transport/supply coordinator, and the Health Information Management Coordinator
9. Develops and updates job descriptions for each category of nursing personnel
10. Oversees training and ongoing education programs for all nursing employees
11. Establishes standards of performance for all nursing personnel
12. Initiates disciplinary action as necessary up to and including termination
13. Determines staffing levels required to meet nursing needs of all residents
14. Directs staff appropriately in emergency or crisis situations
15. Collaborates with other departments in planning/coordinating resident programs
16. Oversees the screening for all potential residents of Christian Community Home
17. Assures that comprehensive care plans and MDS requirements are established, implemented, and updated per state / federal regulations
18. Directs/oversees behavioral care plan meetings
19. Works with outside agencies to establish programs beneficial to both the agencies and the facility
20. Interprets resident needs to the Administrator and assists in long range planning and development of the nursing care program
21. Reviews all resident incident reports for necessary follow up
22. Coordinates follow-up of all nursing employee incident reports with Human Resources Director
23. Assumes responsibilities for the fiscal management of the nursing department
24. Oversees the implementation of an ongoing, effective Infection Control program
25. Determines the levels of care for residents and monitors for changes
26. Oversees continuous quality improvement studies of actual or potential concern areas

27. Oversees and evaluates products to promote resident and staff safety
28. Assures nursing schedules are posted at least two weeks in advance and meet staffing requirements
29. Participates as an active member of the Quality Assurance committee and leadership meetings
30. Facilitates harmonious interpersonal relationships with ancillary departments
31. Oversees investigation of resident complaints/potential abuse and takes corrective action as appropriate
32. Follows all facility personnel policies
33. Assumes responsibilities of the Administrator and the Clinical Manager in his/her absence

I have read the above job description and will do my best to see that it is carried out. I have received a copy of this job description. I understand that my duties are subject to change at any time, and that no contract of employment has been determined.

Interested candidates can apply via website: www.cchsseniiorliving.org