

Employment Opportunities

EO-515

February 24, 2025

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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-1115 Director of Nursing (DON) – Seymour, Wisconsin

Title: DIRECTOR OF NURSING SERVICES
Department: ADMINISTRATION
Reports To: EXECUTIVE DIRECTOR/NURSING HOME ADMINISTRATOR
JOB CLASSIFICATION: PROFESSIONAL

PURPOSE OF YOUR JOB DESCRIPTION:

The job duties of the Director of Nursing (DON) are all-encompassing. Directly responsible for GSS nursing staff, the DON is accountable and responsible for planning, directing and evaluating activities of the nursing department, including implementation of the department's philosophy and goals, standards for nursing practice and the management and development of nursing personnel. The DON provides leadership and direction in all nursing matters.

DELEGATION OF AUTHORITY:

As Director of Nursing, you are delegated the administrative authority, responsibility, and accountability necessary for carrying out your duties as required by your job description.

EDUCATIONAL AND EXPERIENCE REQUIREMENTS

1. Should possess a four-year degree in nursing preferred, MUST be licensed in WI as RN
2. 3 years' DON, preferred in long term care
3. Basic nursing practice and principles
4. Basic medical and geriatric principles and concepts
5. Basic administrative principles and practices
6. Regulatory, social, political and economic issues that relate to provision of nursing services in the long-term care setting
7. Approved Infection Preventionist education and training through the CDC

JOB FUNCTIONS

Every effort has been made to make your job description as complete as possible. However, it is no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position.

The Director of Nursing shall:

1. Knowledge and expertise in nursing management of the geriatric and other long-term care patient/resident.
2. Experience and skill in:
 - a. leadership and mentoring;
 - b. development and implementation of a system of nursing that includes the ability to analyze and identify personnel resource needs and skills;
 - c. administrative management and supervision of licensed and unlicensed personnel in the delivery of nursing care; and the identification and proper utilization of the skill mix of nursing personnel;
 - d. coordination of nursing services with all other departments to ensure appropriate care;
 - e. knowledge in computer skills and other technological resources;
 - f. ability to develop and implement an ongoing quality assurance process.
3. Knowledge of state and federal regulations and ability to implement and maintain compliance with these regulations governing the facility, resident care, and reimbursement;
4. Development of professional relationships and representation of the facility and nursing service in professional and community activities;
5. Expansion of knowledge base and improvement of nursing skills by continued professional development, including attendance at educational programs, etc.

I. RESPONSIBILITIES

- A. Responsible to the licensed Nursing Home Administrator/ Governing Board for:
 - 1) the overall coordination and execution of nursing services and
 - 2) monitoring and evaluating the outcomes of nursing care.
- B. Providing nursing oversight. The Director of Nursing should:
 1. oversee all staff who provide nursing care to the facility's residents ;
 2. ensure that there is a procedure to collect and review nursing staff's licensure /certification / credentials and any other required documentation to meet regulatory requirements.
 3. establish rules governing the conduct of nursing staff; and,
 4. ensure that all nursing staff are held accountable for the care they deliver to residents.
- C. Define the scope of nursing services. The Director of Nursing should develop written policies and procedures which are approved by the Nursing Home Administrator/ Governing Board, related to the scope of nursing services and nursing care that should be provided to a facility's residents upon and after admission.
- D. Ensuring nursing accountability. The Director of Nursing should implement and enforce policies and procedures that cover essential nursing responsibilities to the residents and the facility including:
 1. accepting responsibility for the care of residents;
 2. supporting resident discharges and transfers; and
 3. providing adequate ongoing nursing coverage;
 4. providing appropriate, timely and pertinent documentation.
- E. Care quality assessment and improvement. The Director of Nursing should participate actively in the facility's quality improvement process. Such participation should include:
 1. regular attendance at, and reporting to, the facility's committee meetings; and

2. routine participation in ongoing facility efforts to improve the overall quality of the nursing care, including facility efforts to evaluate and address the causes of various care related problems and deficiencies.

F. Clinical. The Director of Nursing ensures that nursing practice in the facility reflects the following nursing skills:

1. skill in resident assessment, critical thinking and nursing interventions;
2. oversight of the interdisciplinary care planning process to include initial planning (on admission to the unit); interim planning (to include clinical status changes); and the required Resident Assessment Instrument (RAI);
3. evaluation of whether the nursing care facility can meet each resident's needs, which includes the potential new admission to the facility, a current resident of the facility, or the transfer of a resident from the facility.

G. Administration. The Director of Nursing should:

1. Develop and implement an organized nursing system for the delivery of care and services which may include(but is not limited to):
 - a. coordination of nursing services with other services and departments; i.e. pharmacy, dietary, housekeeping, laundry, activities, social services, accounting, maintenance, medical records, medical services, human resources, etc;
 - b. work with other management personnel to facilitate delivery of nursing services and other services.
2. Utilize the expertise of other departments and services to address nursing issues in facilitating delivery of resident services;
3. Develop/assist in developing the nursing budget for the nursing department to include but not limited to:
 - a. Hours of care per day per patient;
 - b. Staffing mix to deliver hours of care;
 - c. Necessary supplies and technological resources.
4. Direct nursing preparation for review and response to federal, state and local surveys and inspections.

H. Management and Nursing Oversight: The Director of Nursing should:

1. ensure that nursing practice complies with regulatory and legislative requirements;
2. help develop and implement immunization programs for residents and staff;
3. conduct clinical rounds on all nursing units;
4. promote, establish, and maintain customer relationships with residents, families, staff, community and other professionals;
5. identify and access available resources to develop and implement an ongoing educational plan appropriate for each level of nursing staff;
6. develop and implement policies, procedures and programs regarding communicable diseases, infection control and isolation procedures;
7. develop and implement policies and procedures for pain assessment and management;
8. develop and implement policies, procedures and programs regarding abuse, neglect and violence prevention, in collaboration with the Nursing Home Administrator and Social Service Director.

II. KNOWLEDGE AND SKILLS

The Director of Nursing has knowledge and skills related to the following:

1. basic nursing practice and principles;

2. basic medical and geriatric principles and concepts;
 3. basic administrative principles and practices.
 4. regulatory, social, political and economic issues that relate to provision of nursing services in the long-term care setting;
 5. approved Infection Preventionist education and training through the CDC;
- A. Long-Term Care Setting
 1. The environment of long-term care, the continuum of care, and the place of long-term care in that continuum;
 2. The goals of long-term care;
 3. Resident rights, and the nursing role in helping protect and enhance those rights;
 4. Principles and processes related to ethical issues in the chronically and acutely ill;
 5. Strategies to improve the processes and outcomes of managing various levels of illnesses in the nursing facility population, including chronic conditions, emergencies, condition changes and terminal events;
 6. Nursing's role in the interdisciplinary approach to long-term care;
 7. Reimbursement issues and strategies for long-term care facilities.
 - B. Institutionalized Individuals
 1. Issues, principles and processes related to institutional life and family involvement in long-term care, and nursing responsibilities in helping optimize that participation;
 2. Basic principles of, and requirements for, documentation and medical record management.
 - C. Communication
 1. Skill at interviewing and extracting clinical information from other care providers;
 2. Skill at integrating and assimilating clinical information gained from other care providers;
 3. Skill at making nursing decisions regarding nursing care needs of the resident(s)
 4. Skill at organizing and presenting information systematically;
 5. Skills in effective listening and critical observations and utilizing the information gained for effective problem solving.
 - D. Leadership/Management
 1. Possess interpersonal, verbal and written communication skills;
 2. Demonstrate leadership skills in principles of team building, motivating others, conflict management/resolution and negotiation;
 3. Facilitate and teach staff how to identify and solve problems;
 4. Exhibit time management, prioritizing and critical thinking skills;
 5. Analyze and solve problems utilizing appropriate decision-making models for problem solving;
 6. Delegate nursing, administrative, and other appropriate management functions.
 7. Lead by example by providing professional support for staff and by assisting staff with direct and indirect resident care through prioritizing resident needs and nursing administration goals.
 - E. Finances
 1. Knowledge of principles and processes of financial management, reimbursement, budgeting and information systems;
 2. Knowledge of current health care climate and implications for reimbursement and expenditures;
 3. Knowledge of system and processes for monitoring the nursing department's financial status;
 4. Knowledge and principles of accurately reporting clinical and financial information as it relates to third party fraud and/or patient abuse.

III. CODE OF CONDUCT

The Code of Conduct requires the Director of Nursing to have knowledge of and demonstrate core competencies in ethical conduct. These actions would include but are not limited to:

1. Investigating, documenting and reporting per facility procedure, any observed or suspected substance abuse among residents, families, significant others, coworkers, or employees.
2. Investigating, documenting, and reporting, according to facility protocol, any suspected or observed violation of resident rights.
3. Investigating, documenting and reporting, per facility policy and procedure, any suspected or observed abuse or neglect of residents, families, significant others, visitors, coworkers or employees.
4. Investigating, documenting and reporting, per facility policy and procedure, suspected or observed fraudulent documentation by coworkers or employees.
5. Acknowledging multi-cultural differences among resident, family members/ significant others, members of the health care team, and the employees.
6. Refraining from taking advantage of professional relationships for personal gain, i.e. vendors, co-workers, resident or family/significant others.
7. Utilizing basic communication skills to resolve conflict by:
 - a. utilizing appropriate verbal language and non-verbal behavior to clarify and resolve disagreements;
 - b. seeking clarification from the administrator and/other colleagues as appropriate for areas of dispute or concern.
8. Investigating, documenting and reporting, per facility policy and procedure, incidents of violence in the workplace to include resident and family/significant other, coworker and other members of the health care team;
9. Creating a system that:
 - a. assures that resident and family/significant others receive pertinent and accurate information about the resident's current status consistent with the wishes of the resident, and if applicable, the resident's legal representative;
 - b. maintains confidentiality of resident information;
 - c. restricts discussion of work related issues to appropriate times and places.
10. Demonstrates courteous behavior to resident, family/significant other, coworkers, other members of the health care team, and the employer.

Interested applicants can apply online at: <https://gssltd.applicantpro.com/jobs/3657481>