

## Employment Opportunities

EO-179

May 3, 2021

“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.

A one-time listing in Position Wanted is \$50 for a direct reply ad and \$75 for a blind ad. Additionally, blind ads for Position Wanted must be submitted with 10 copies of the applicant’s resume. Submit copy, not to exceed 150 words in length, with the appropriate remittance to the LeadingAge Wisconsin office.

Employment Opportunities are typically included in our bi-weekly *e-News* newsletter. However, due to all the rapid changes with COVID-19, LeadingAge Wisconsin staff has temporarily discontinued sending issues of *e-News*, but instead are sending COVID-19 Updates on a daily basis. Ads submitted also are displayed on the LeadingAge Wisconsin website which can be found at:

[www.leadingagewi.org/services-education/employment-opportunities](http://www.leadingagewi.org/services-education/employment-opportunities).

**EO-PA-717    Director of Nursing (DON) – Rock County, WI**

**SALARY** – Hourly -- \$40.70 - \$49.40

**OPENING DATE:** 04/28/21

**CLOSING DATE:** 05/14/21 05:00 PM

**POSITION SUMMARY AND JOB DUTIES:**

**The purpose of this position is to plan, organize, develop, and direct the overall operation of the nursing department of the Rock Haven Nursing Home in accordance with Federal, State, County and local standards, guidelines, and regulations governing Skilled Nursing Long Term Care Facility to ensure that the highest degree of quality care is provided to residents at all time.**

**50% - Administrative Functions**

- Develops and implements the nursing service organizational structure.
- Plans, develops, organizes, implements, evaluates and directs nursing services as

- well as their programs and activities in accordance with current rules, regulations and guidelines that govern the facility.
- Advocates for staff as well as for residents.
- Participates in strategic planning and long range planning
- Participates in the annual budget process. Assures nursing department compliance. Coordinates the education focus for the nursing department.
- Provides relief coverage for the Assistant Director of Nurses and Nursing Supervisors as needed.
- Reviews annually or as necessary the Policy and Procedures of the Nursing Department and make changes as necessary based on current standards of practice.

### **25% - Clinical guidance:**

- Serves as a professional role model.
- Collaborates with resident care staff at all levels in the development, implementation and evaluation of resident care programs.
- Provides clinical expertise in the management of medical, behavioral, and psychiatric emergencies.
- Provides clinical expertise in behavior management techniques.
- Provides clinical expertise in the care of clients with mental retardation.
- Assures that appropriate standards are implemented and maintained by all clinical units.
- Monitors and evaluates care delivered on a direct and indirect basis.
- Participates in the staff development program. Coordinates and teaches sessions related to regulatory compliance.
- Demonstrates and maintains competence with the Resident Assessment Instrument.
- Demonstrates and maintains competence with State and Federal nursing home regulations.
- Demonstrates and maintains competence with the Medicare and Medicaid regulations.
- Participates in the Southern Region DON Alliance peer Network Group
- Participates in Educational opportunities to keep informed of current standards of practice.

### **10% - Quality Assurance and Regulatory compliance**

- Meets routinely with the nurse manager group and interdisciplinary teams.
- Meets routinely with the Senior Management team.
- Coordinates the development and implementation of Nursing Policies and Procedures.
- Chairs the Nursing Quality Assurance Committee.
- Represents nursing on the Quality Assurance Committee and Medical Staff Committee.

- Attends Safety Committee as appropriate.
- Directs nursing department in survey compliance, quality assurance and staff development activities.
- Reviews injury and risk forms. Assures that preventive measures have been initiated.
- Reviews investigations for all alleged incidents of abuse, neglect or misappropriation of resident belongs. Maintains administrative records. Reports to the State per regulation.
- Receives employee, resident and family grievances. Refers information to appropriate supervisor. Works with NHA to assure that grievances are resolved.
- Directs staff response to emergencies such severe weather, fire or bomb scare. Participates in fire drills. Directs disaster evacuation plan as needed.
- Provides direction to the Rock Haven infection control program.
- Provides directions to the Rock Haven Wound Care Program.

#### **10% - Public Relations**

- Provides tours of the facility to families.
- Complete referral forms for any inquiries/tours. Reviews all referrals to determine medical and nursing needs. Coordinates care needs with the receiving unit. Rounds regularly to meet residents and families.
- Referral visits to assess the needs of new admissions with complex needs.
- Represents the facility at community events.
- Collaborates with appropriate community and governmental policy making bodies.

#### **5% - Performs other duties as assigned.**

#### **SUCCESS FACTORS (KSA'S):**

- Current theory base in medical, geriatric and psychiatric nursing
- Current knowledge of State and Federal nursing home and ICF regulations.
- Computer skills including e-mail, word processing, work scheduling system and the facility electronic medical record system.
- Ability to prepare clear, concise reports.
- Knowledge of needs of client populations and treatment sources.
- Ability to plan, assign and direct the work of others.
- Ability to communicate effectively orally and in writing.
- Ability to read, analyze and interpret practice standards, professional journals, technical procedures and government standards and regulations.
- Ability to solve complex problems and deal with a variety of issues.
- Ability to effectively present information and respond to questions from managers, employees, residents, families, professionals and the general public
- Ability to work well as a team leader/member.
- Skill in reviewing clinical work of others according to professional standards and practice guidelines.

**JOB  
REQUIREMENTS,  
EDUCATION,  
TRAINING &  
EXPERIENCE:**

- Registered Professional Nurse (BSN preferred) with current Wisconsin Licensure in good standing.
- Supervisory experience as a Head Nurse, Nursing Supervisor or Director of Nurses.
- Work experience as a professional nurse, preferably in related fields (long-term care, medical-surgical nursing, mental health or nursing supervision).
- CPR Certification
- Must be willing to work beyond normal working hours and on weekends and holidays when necessary.
- Ability to maintain prompt and regular attendance
- BSN preferred
- All Rock Haven employees are required to receive the two series COVID-19 Vaccination; accommodations may be made for ADA, Civil Rights Act and Pregnancy Discrimination Act

**ESSENTIAL JOB  
FUNCTIONS  
(PHYSICAL  
ELEMENTS,  
EQUIPMENT  
AND WORKING  
CONDITIONS):**

**Physical Elements:**

- Ability to stand, walk, and sit for periods of time
- Ability to be on call and respond to emergency situations that may be required of the nursing home.
- Ability to use a computer and computer keyboard.
- Ability to exert 10-20 pounds of force occasionally, or up to 5-10 pounds of force frequently or greater than negligible amount of force constantly to move objects.
- Ability to work in a stress full environment.

**Equipment use:**

- Uses personal protective equipment as needed but not limited to: gloves, gowns, goggles and protective shield.
- Ability to enter accurate information into charts and reports.

**Working Conditions:**

- Works in well-lighted/ventilated office areas, as well as throughout the nursing home facility and its premises.
- May be subject to potentially hostile and emotionally upset residents, family members, personnel, visitors, etc.
- May be subject to falls, burns, odors, etc., throughout the work day.
- May be exposed to infectious waste, diseases, blood, body fluids, conditions, etc. CPR/AED certification required

Applications MAY BE OBTAINED AND FILED ONLINE AT:

<https://agency.governmentjobs.com/rock/default.cfm>