

Job Title **DIRECTOR OF NURSING**
Department: **Health Center/Nursing**
Status: **Exempt**

We are searching for a full-time Director of Nursing (DON) for our gold seal rated 60 bed health center in Longwood, FL. Normally scheduled to work M-F; however, may include evening, weekend or holiday work to meet scheduling requirements. Full Benefit Package included. If interested in this position, fax resume with cover letter to 407.682.6581, or email to michele.carpenter@lifespacecommunities.com

PURPOSE

The Director of Nursing (D.O.N.) has the twenty four hour (24) responsibility for nursing care of all residents through the performance of the nursing staff. The D.O.N. is responsible for providing a "system of care" for residents in a manner and environment that promotes maintenance or enhancement of each resident's quality of life and provides dignity and respect in full recognition of each resident's individuality.

DUTIES NOT LIMITED TO INCLUDE

- *Develops and maintains departmental objectives, standards of nursing practice, the nursing policy and procedure manual, and written job descriptions for each level of nursing personnel. Implements Corporate policies and procedures. Develops and implements nursing policy and procedures as needed.
- *Coordinates resident care programs which includes, but is not limited to, the Interdisciplinary Assessment and Resident Care Planning Team, the Restorative Care Program and other programs necessary to ensure optimal care. Approves and signs all care plans.
- *Audits charts regularly to ensure that accurate and pertinent documentation is being done. Ensure that the physician visits, orders and certifications are up to date.
- *Understands Federal and State Medicare rules, regulations and procedures. Evaluate all admissions for appropriate level of care and/or for Medicare coverage/denial.
- *Participates in Quarterly QA, Safety, Infection Control, Ethics Committee meetings, and monthly Risk Management meetings.
- *Responsible for infection control duties.
- *Interviews, selects, hires, evaluates and terminates staff and is responsible for their training and supervision. Ensures that nursing personnel are oriented to the department.
- *Supervises Medical Records Clerk to ensure that records are kept appropriately.
- *Trains and develops staff members for new responsibilities and authority as departmental needs dictate. Coordinates required and supplemental in-service education programs appropriate for all job categories of Health Center staff.
- *Monitors and documents performance of staff members; utilizes appropriate disciplinary measures as necessary; and counsels and advises staff members. Documents counseling sessions.
- *Maintains the Gold Seal Rating and CMS Five Star rating.

MINIMUM REQUIREMENTS

*Degree from accredited school of nursing, Bachelor's Degree in a related field or equivalent experience.

*Minimum 5 years of supervisory experience.

*Must have geriatric nursing experience and sensitivity to their interest and an understanding of their physical limitations, mental abilities and an appreciation for their psychosocial well-being.

*Computer experience and knowledge of EMR systems required.

*Must have good interpersonal skills, be able to multi-task, is organized, and a team player.

*Ability to problem solve, prioritize and work well with deadlines is important.

*Must be able to embrace change and adapt to changing circumstances.

*Must certify to meeting all criminal background screening requirements of the Affidavit of Compliance approved by the Agency for Healthcare Administration upon hire and thereafter according to current statutes.