



## Assistant Director of Nursing - Job description - 2024

### Requirements

#### Education/Education:

- Current Registered Nurse (Diploma, ADN, BSN) license in the state of Pennsylvania.
- Would prefer at least one year's experience in a long-term care setting.
- Have a working knowledge of federal and state regulations and policies regarding long term care.

#### Skills/Attributes:

- Ability to lead, direct, and instruct staff.
- Good clinical nursing and administrative skills.
- Conscientious in detail and well organized.
- Is an advocate and is supportive of residents and families. Has ability to relate positively, effectively, and appropriately with them as well as staff and outside community.
- Computer skills required and ability to learn new systems.
- Versatile, motivated with excellent customer service skills.
- Must be available flexible hours, various shifts, scheduled weekends, on call rotation, and attend Village Special Events.
- Must have a positive attitude and be an ambassador for the Nursing Department and Village.

#### Essential Duties:

- Be a leader in providing Excellent Customer Service to residents, families, coworkers, visitors, volunteers, vendors, etc. Assist Director of Nursing as a nursing leader for Barnabas Court North and South.
- Establish nursing standards and protocols which promote well-being and independence of Ball Pavilion and Barnabas Court residents.
- Assist Director of Nursing in coordinating of the Nursing Quality Assurance Program (QAPI)-responsible for ongoing projects including tracking, investigation, developing solutions, and reporting including (but not limited to) areas such as documentation and incident reports.
- Make clinical and environmental routine rounds to assure that each resident is receiving the best care possible in a timely and appropriate manner. Work closely with Director of Nursing, Leadership Team Members, Nurse Practitioner, Support LPNs, and Medical Secretary.
- Assist with admissions, discharges as needed, ensuring that physicians and families are notified of changes in a resident's condition.
- Review resident medical record documentation for accuracy and completeness.
- Assist in coordinating daily nursing assignments and hours when Director of Nursing is not available.
- Assist with education programming and competencies for all nursing staff.
- Participate in the Strategic Leaders, Leadership Team, QAPI Team, Resident Care and Pharmacy Quality Assessment Teams and other committees assigned by DON.
- Participate in all regulatory surveys and inspections as they apply to nursing.
- Review of nursing policies and procedures and revisions as needed and annually.
- Attend Resident Care Plans as needed.

**Job Type:** Full-Time  
**Pay:** Up to \$40.00 per hour  
**Posted:** April 18, 2024