

**ASSISI HEIGHTS
POSITION DESCRIPTION**

DEPARTMENT: Healthcare Center

TITLE: Director of Nursing

GENERAL SUMMARY

The Director of Nursing is responsible for the overall management and coordination of functions, which support the person directed care and nursing services within the community of Assisi Heights. This includes establishing all protocol for nursing practice within the facility in accordance with the current Standards of Nursing and with behavior that reflects the Mission of the Sisters of St. Francis.

ESSENTIAL FUNCTIONS

- Maintains leadership practices that are consistent with the Philosophy, Mission, and Values of the Sisters of St. Francis.
- Provides leadership to healthcare staff regarding health care delivery models, ethical issues surrounding long term care, patient rights, care for the dying, palliative care and hospice.
- Develops, implements, and evaluates policies, programs, and services related to the nursing workload and practice of the healthcare department.
- Communicates ideas, mentors and coaches Healthcare Managers and staff, manages resources and assures that the Sisters of St. Francis core values are implemented in all aspects of care of the Sisters.
- Collaborates with the Healthcare Managers in the interviewing, hiring, and orienting of healthcare staff following established policies of employment practices.
- Collaborates with the Director of Human Resources on issues including, but not limited to, recruitment, hiring, corrective action, performance appraisals, wage adjustments, workers compensation and terminations.
- Facilitates clinical decision making among nursing staff on health concerns for Sisters living at Assisi Heights or temporary non-resident Sisters.
- Ensures all compliance requirements and initiatives are successfully met and implemented.
- In Collaboration with the Assisi Heights Administrator, determines and monitors the annual capital and operational budget.
- Collaborates with the Director of Residential Life and the Healthcare Managers before moving Sisters to 2nd or 3rd Francis in accordance with established guidelines.
- Works cooperatively with all departments involved in the delivery of Person Directed Care to the Sisters at Assisi Heights.

OTHER FUNCTIONS

- Liaise with and seek expertise from Mayo Clinic Clinical Nursing Administration.
- Participates in appropriate meetings and committees.
- Serves as a representative of Assisi Heights to external health groups or agencies.

EDUCATION AND/OR EXPERIENCE

- Graduate of an accredited school of nursing with a BSN degree and a current Registered Nurse Licensure in Minnesota.
- Minimum of three to five years in nursing administration and/or management
- Experience in Long Term Care, Home Health or Public Health nursing is preferred.
- Gerontological certification required or ability to complete within three years.
- Experience with quality assurance (QA) initiatives and implementation preferred.

COMPETENCIES AND/OR SPECIAL REQUIREMENTS

- Must pass a background investigation, including a criminal history investigation and verification of nursing credentials.
- Ability to work independently.
- Ability to provide leadership and approach people in a manner which creates harmony and promotes cooperation.
- Ability to motivate and encourage growth in staff members.
- Experience in implementing and supporting cultural change.
- Ability to work collaboratively with all members of the Management Team and Leadership of the Sisters of St. Francis.
- Ability to communicate with various groups using excellent oral and written communication skills.
- Ability to prioritize information to be used in the decision-making process for the Sisters and Assisi Heights employees.
- Ability to adapt to unpredictable situations and manage emotions effectively.
- Strong problem solving skills.
- Ability to maintain a high level of confidentiality.
- Proficiency in using, understanding and developing budgets. Knowledge of all facets of fiscal planning and control.

WORKING CONDITIONS

- Standing, walking, bending, stooping, lifting, stretching, pushing, carrying, climbing, kneeling, grabbing, auditory and visual acuity, color discrimination and manual dexterity required on a daily basis.
- Extended periods of standing, walking and sitting may be required.
- Participate in on-call responsibilities in a rotating schedule with Healthcare Team.
- Must be able to be flexible with hours and available in emergency situations.
- Work requires a large extent of verbal communication.
- Occasional travel may be required.
- Work may require objects weighing up to 50 lbs. to be lifted, pushed, pulled and /or carried.
- Work will require use of computer keyboard and mouse.
- Exposure to blood and other body fluids.
- Exposure to latex, plastic and other materials.

ACCOUNTABILITY: Reports to the Congregational Minister/President

POSITION LEVEL: E-8

FLSA: Exempt

DATE PREPARED: October 2019

SIGNATURES:

The above statements are intended to describe the general nature and level of work required of this position. This is not meant to be an exhaustive list of all responsibilities, duties and skills required.

Employee: _____ Date: _____

Leadership: _____ Date: _____

Congregational Minister/President