

## **ASSISI HEIGHTS POSITION DESCRIPTION**

**DEPARTMENT:** Healthcare

**POSITION:** Healthcare Manager

### **GENERAL SUMMARY**

The Healthcare Manager is accountable for planning, directing, coordinating, and evaluating, the operational, fiscal, and personnel activities for all Healthcare areas of Assisi Heights. Ensures the provision of safe, effective and quality nursing care based on current standards of nursing care to the Sisters of St. Francis. Provides oversight and supervision to the RN Care Coordinator within the Residential/Home Health areas of Assisi Heights. Behavior will reflect the Mission of the Sisters of St. Francis to ensure quality of life for the Sisters in their home including person centered care and aging in place philosophy.

### **ESSENTIAL FUNCTIONS**

- Maintains leadership practices that are consistent with the Philosophy, Mission, and Values of the Sisters of St. Francis
- Creates a culture of quality and safety by establishing policies and procedures for nursing practice in accordance with the current standards of nursing
- Develops, updates, and evaluates the effectiveness of the Sister's plan of care and progress toward achievement of desired outcomes for Sisters in Healthcare areas of Assisi Heights
- Maintains personal knowledge of current rules and regulations governing the provision of health care in long term care in the state
- Collaborates with the Director of Nursing in developing a yearly budget and monitors expenses
- Oversees ordering, stocking, and distribution of supplies and other healthcare related items
- Accountable for promoting ongoing development of all staff and for maintaining a professional environment in which all staff can grow and develop
- Facilitates and provides support with hospital discharge and hospital/clinic transportation
- Arranges for special equipment or supplies and communicates with Assisi nursing staff on proper utilization
- Develops and implements a cost-effective staffing and scheduling system based on Sisters' needs, Healthcare Center goals and standards, and employee needs
- Coordinates the review and investigation of all safety events
- Reports any safety, quality, or nursing practice concerns to the Director of Nursing
- Collaborates with the Director of Human Resources on issues involving recruitment, hiring, orienting, development, corrective action, performance appraisals, wage adjustments, workers compensation and any other Human Resources (HR) related subject
- Liaises with and facilitates collaboration with other team members and departments at Assisi Heights to ensure the delivery of quality healthcare to the Sisters
- Evaluates educational needs of the Healthcare Staff and provides mentoring, coaching, and education
- Facilitates communication between healthcare team, Sister, Healthcare Agents, Congregational Leadership, family, and other parties following current HIPPA and Privacy Laws

### **OTHER FUNCTIONS**

- Serves as a representative of Assisi Heights to external health groups or agencies, e.g., Mayo Community Medicine/Senior Services Team and Hunt's Pharmacy
- Participates in appropriate meetings and committees

### **COMPETENCIES AND/OR SPECIAL REQUIREMENTS**

- To perform the job successfully, an individual should demonstrate the following competencies:

Attendance/Punctuality	Teamwork	Dependability
Customer Service	Safety and Security	Motivation
Attention to Detail	Problem Solving	Efficiency
Friendliness	Confidentiality	Person Centered Living Philosophy

- Must pass a background investigation, including a criminal history investigation

**QUALIFICATIONS**

- Bachelor’s degree in nursing preferred
- Current Registered Nurse Licensure in Minnesota
- Minimum 4 years of nursing experience required, experience in the supervision of staff preferred
- Knowledge or experience with gerontology or long term nursing preferred
- Ability to read, write and communicate effectively in English
- Knowledge of basic computer skills, Microsoft software and peripherals
- Knowledge and use of personal protective equipment (PPE)
- Strong interpersonal and administrative skills
- Ability to work collaboratively with all members of the care delivery team and Congregational Leadership
- Ability to communicate to various groups with excellent oral and written skills
- Ability to organize and prioritize responsibilities
- Ability to manage budgets and prepare financial reports
- Ability to maintain confidentiality

**WORKING CONDITIONS**

- Standing, walking, bending, stooping, lifting, stretching, pushing, carrying, climbing, kneeling, grabbing, auditory and visual acuity, color discrimination and manual dexterity required daily
- Extended periods of standing, walking, and sitting may be required
- Lifting and positioning Sisters regularly, with assistance when needed
- Work may require objects weighing up to 50 lbs. to be lifted, pushed, pulled and /or carried
- Duties require a large extent of verbal communication
- Duties require use of computer keyboard and mouse
- Participate in on-call responsibilities on a rotating schedule
- Occasional travel may be required
- Exposure to blood and other body fluids
- Exposure to latex, plastic and other materials used for personal protective equipment
- Requires flexible work schedule as needed

**ACCOUNTABILITY:** Reports to Director of Nursing

**POSITION LEVEL:** HCC- E6

**FLSA:** Exempt

**DATE UPDATED:** June 2022, August 2022

**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: \_\_\_\_\_

Director: \_\_\_\_\_ Date: \_\_\_\_\_  
Of Nursing