

LB Homes

Director of Nursing - LB Broen Home

Department: Administration

FLSA Status: Exempt

Grade/Level:

Job Type: Regular

Work Schedule:

10 days/80 hours per pay period for calculation of benefits

Job Status: Full Time

Reports To: Administrator

Amount of Travel Required: 5% or less

Positions Supervised: LB Broen Home RNUC's, ADON, MDS Coordinator, Scheduling

POSITION SUMMARY

The Director of Nursing assumes responsibility for planning, organizing, directing, supervising, coordinating and evaluating nursing care for residents residing at LB Broen Home. Develops policies and procedures, with input from staff, and following agency procedures. Is responsible for maintaining excellent quality in the nursing home and for assuring care and services meet all state and federal requirements.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Establishes objectives, plans, implements and supervises all nursing services offered in the nursing home.
- LMA: Leading, Managing and holding Accountable reporting staff.
- Reviews and analyzes data to aid planning of care within established budget and risk management criteria.
- Maintains communication with LB Homes' managers and department heads by participating in interdepartmental planning and management meetings.
- Provides clinical leadership to care staff. Ensures staff compliance with LB Homes Employee Handbook.
- Directs, supervises, evaluates and documents performance of all nursing department staff assuring competency.
- Collaborates with scheduler to assure sufficient staffing with appropriate competencies and skills to assure resident safety and maintain the highest practicable physical, mental and psychosocial well-being of each resident.

- Gathers and evaluates clinical data; analyzes data for patterns and trends in care delivery; discovers the root cause for specific care trends; trains and educates staff to promote quality practice.
- Audits client records and supervises staff to assure that they are following policy and procedure, providing quality care and maintaining resident records according to policy and regulation.
- Provide staff education to meet state and federal law and regulation.
- Maintain current and up to date job descriptions for staff in the nursing department.
- Works with surveyors during state and federal licensing and complaint investigation surveys. Is responsible for assuring any issues identified in survey are addressed through changes in policy, procedure and training.
- Works with and supports managers during licensing surveys and related correction process.
- Collaborates with LB Homes Human Resources to participate in recruitment, hiring, training, disciplining and discharging staff.
- Ensures staff compliance with EOS processes.
- Evaluates and revises systems, policies and procedures for LB Broen Home. Collaborates with department managers and Nursing leaders as needed.
- Demonstrates knowledge and application of quality standards and proactively monitors and implement systems to achieve excellence.
- Participates in Quality Assurance/QAPI programs as required by statute.
- Oversees the Infection Control Program in the Nursing Home. Collaborates with the Infection Preventionist to develop and implement the infection prevention and antibiotic stewardship programs for LB Broen Home reflect current best practices and are compliant with state and federal statutes.
- Responsible for compliance with reporting requirements of the Vulnerable Adult Act including investigation and immediate reporting of suspected client mistreatment and the documentation, reporting and education of staff related to the findings of these investigations.
- Assist in resident care tasks as needed.

POSITION QUALIFICATIONS

Competency Statement(s)

- Integrity - Always do what is right.
- Compassion - Open your heart and show you care.
- Dedication - LB Homes can count on you.
- Teamwork - Help each other make it happen.
- Customer Service - Know the need and meet it.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Accuracy - Ability to perform work accurately and thoroughly.
- Delegating Responsibility - Ability to allocate authority and/or task responsibility to appropriate people.
- Decision Making - Ability to make critical decisions while following company procedures.
- Coaching and Development - Ability to provide guidance and feedback to help others strengthen specific knowledge/skill areas.
- Conflict Resolution - Ability to deal with others in an antagonistic situation.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.

- Communication, Written - Ability to communicate in writing clearly and concisely.
- Active Listening - Ability to actively attend to, convey, and understand the comments and questions of others.
- Accountability - Ability to accept responsibility and account for his/her actions.
- Adaptability - Ability to adapt to change in the workplace.
- Safety Awareness - Ability to identify and correct conditions that affect employee safety.
- Problem Solving - Ability to find a solution for or to deal proactively with work-related problems.

SKILLS & ABILITIES

Education: Associate's Degree (two year college or technical school)
 Bachelor's Degree (four year college or technical school) Preferred, Field of Study:
 Nursing

Experience: 1 plus years of experience in long term care management

Computer Skills: Basic computer skills and the ability to maximize use of web based software used by the organization

Certifications & Licenses: Minnesota RN Licensure

PHYSICAL DEMANDS

N (Not Applicable) Activity is not applicable to this position.
O (Occasionally) Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
F (Frequently) Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
C (Constantly) Position requires this activity more than 66% of the time (5.5+ hrs/day)

Physical Demands		Lift/Carry	
Stand	F	10 lbs or less	C
Walk	F	11-20 lbs	F
Sit	F	21-50 lbs	O
Manually Manipulate	F	51-100 lbs	N
Reach Outward	F	Over 100 lbs	N
Reach Above Shoulder	F		
Climb	O	Push/Pull	
Crawl	N	12 lbs or less	C
Squat or Kneel	O	13-25 lbs	F
Bend	F	26-40 lbs	F
Grasp	O	41-100 lbs	N

Speak

F

Other Physical Requirements

- Vision (Near, Distance)
- Sense of Sound - (spoken word, resident and facility alarms)
- Sense of Smell
- Sense of Touch
- Ability to wear Personal Protective Equipment (PPE) - (gloves, masks, goggles, moisture barrier gowns)

WORK ENVIRONMENT

Office-type setting with frequent opportunities to work in care and service areas.

Employee
Signature: _____ Date: _____

Supervisor
Signature: _____ Date: _____

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.