



Director of Nursing

MISSION STATEMENT: Rainbow Acres, a residential Christian community with heart, empowers persons with developmental disabilities to live to their fullest potential with dignity and purpose.

JOB TITLE: Director of Nursing

DEPARTMENT: Health & Wellness

REPORTS TO: President/CEO

EMPLOYMENT STATUS: Full-time, Exempt

DATE: May 2023

Job Summary: The Director of Nursing has primary responsibility for managing the Nursing staff in the delivery and coordination of resident healthcare. He/she is responsible for building a high-quality team that is consistent, supportive, and professional in the delivery of services and support. The Director oversees the daily operations of the Nursing function, serves as a liaison, and coordinates cross-functionally to ensure the highest level of physical and mental health for the residents of Rainbow Acres.

Minimum Professional Requirements

An Associate's Degree in Nursing and RN Certification or a Bachelor's Degree in Nursing with a minimum of 3 to 5 years of experience with increasing responsibility. A minimum of three to five years of experience with special needs populations is desirable. Demonstrated leadership and management experience with the ability to build a highly effective team and work cross-functionally in the delivery of services. Evidence of strong Christian commitment is desirable. Evidence of strong ethical standards and moral character is essential, as well as sensitivity to the needs of the residents. This is a safety-sensitive position.

Professional Responsibilities

1. Management of Nursing

- Manages and coordinates staff in the day-to-day performance of their jobs
 - Ensures that staff participate in orientation and educational programs, including but not limited to all required compliance courses and relevant policies and procedures, in addition to educational offerings specific to the team
 - Reviews employee performance and conducts personnel actions such as disciplinary actions and terminations
 - Regularly conducts/holds meetings with staff ensuring timely and accurate communication on topics impacting the group
 - Identifies the development needs of staff and provides coaching and mentoring to improve their knowledge or skills as required
 - Scheduling – ensures adequate coverage, approval of PTO requests, etc.
 - Ensures that nurses are current in competencies, assessments, licensure, certifications, and other annual training.
2. Works closely with the Practice Manager to ensure a high-performing Health & Wellness team, with a focus on providing the highest level of resident care, adherence to all compliance requirements, and continuous improvement.
 3. Advises the President/CEO as it relates to the health of residents, providing information and expertise to ensure decisions are well-informed.
 4. Serves on the Admissions Team – chart reviews, interviews, development of service plans, identification of higher-level care needs

5. Resident Care

- Assess the health and wellness of residents in accordance with person-centered service plans to enhance the quality of life for each resident
- Monitor the Caregiver's care for the residents as follows:
 - i. Administration of medications as prescribed; be attentive to potential side effects and report as needed
 - ii. Maintenance of accurate resident medication and treatment administration records
 - iii. Reports of any and all accidents and/or injuries in EMAR
 - iv. Changes in resident's physical, mental, or behavioral health
- Maintains good communication with family members, parents, and guardians regarding resident health and wellness; especially in critical medical incidents
- Protects resident rights and confidentiality
- Triage residents medical conditions as needed

6. Serve as the liaison for Rainbow Acres

- Hospital admissions
- NAU liaison for students – speech therapy, occupational therapy, and RN student
- Vitalant liaison (blood draws onsite)

7. Day-to-day operational supervision:

- Medication management – primary responsibility for medical records oversight, medication error write-ups and coordination of training
- Internal data tracking
- New hire orientation to Health & Wellness
- Resident rounds and walk-ins
- Infection control oversight
- Quality management oversight
- Yavapai County Health Department oversight
- Continuity of care within the community
- CQI oversight

8. Support and provide in-service training that enhances the quality of care for the Residents

9. Serve as a point of contact for DHS

10. Serve as the on-call Nurse as scheduled

11. Other duties as assigned

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties, the employee is frequently required to: stand; walk; have great dexterity of hands and arms; push; pull; balance; stoop; kneel; crouch; crawl; talk; and hear. The employee is occasionally required to sit. The employee must be able to lift and/or move up to 60 pounds. The employee must be able to assist a resident of 200 pounds or more in moving from a sitting position to a standing position in a variety of situations. Specific vision abilities required by this job include close vision, distance vision, color vision, and depth perception.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Lighting and temperature are adequate and controlled. Work is generally performed within an office environment with standard office equipment available.