



## Director Of Nursing

**Position Description:** Primary responsibility is to over see the administration of medications in the resident homes. To assist as needed in all homes to assess health related issues.

**Qualifications:** Registered Nurse.

### **Duties and Responsibilities:**

- Superior knowledge of the Paradise Park mission, staff and operations including commitment to “person-directed” care. Residents come first at Paradise Park!
- As a Registered Nurse, to assist in the preparation and final approval on all service plans for all Residents.
- Ensure all Quarterly Assisted Living Nursing Assessments and Monthly Memory Care Nursing Assessments are completed and accurately reflect the Residents’ current condition.
- Manage nursing staff
  - Devise Nursing Schedule
  - Hire and train new nurses
  - Provide on-going training for staff nurses and CareGivers (including Med Pass Training)
  - Hold regular nursing meetings to share new information, ideas, and concerns
  - Discipline and/or terminate staff nurses with the aid of the Administrator
- To act as a liaison for health related issues to volunteers, families or the general public.
- Attend and participate in care conferences and staff meetings.
- To inventory weekly all drugs arriving from the pharmacy.
- Provide information as required for Quality Assurance measures.
- To manage phone calls from staff while nurses are off-site and provide support as needed.

### **Operations:**

- On-call status for medical emergencies of Residents and Staff.
- Ability to participate in Admissions and Marketing by completing initial Level of Care Assessments on and/or off campus.
- Maintain team focus and winning attitude with all staff.

### **Reports to:**

- Administrator