



# HOPEWAY

## *Job Description*

<b>Job title</b>	<i>Associate Director of Nursing</i>
<b>Reports to</b>	<i>Kelly Ingham, Director of Nursing</i>
<b>Schedule</b>	<i>Night Shift, 4 shifts of 10 hours – 9 pm to 7 am. On Call for Night Shift. Some day meetings and coverage as assigned by the DON.</i>

### **Job Summary**

This role will assist the Director of Nursing for the quality of care for the residential clients at HopeWay.

- Assist in recruiting, selecting, on-boarding, and training RNs, LPNs, and CNAs
- Responsible for maintaining a safe and clean work environment by designing and implementing procedures, policies, and standards
- Works with key stakeholders to identify, develop, and implement best demonstrated practices in client care
- Partners with Director of Nursing on all key issues affecting the practice: quality control, performance improvement, staffing, budget
- Partners to maintain residential staff scheduling
- Works remote set days a week to focus on administrative duties – scheduling, supply inventory analysis and ordering, performance review
- Identifies patient service requirements by establishing personal rapport with potential and actual patients and other persons in a position to understand service requirements

### **Duties and responsibilities**

- Promotes team building, trust, and respect in every aspect of the organization.
- Ensures a caring, therapeutic environment for clients
- Monitors and appraises staff job performance and coaches, disciplines and trains to ensure the highest level of performance
- Ensuring compliance with all health care regulations, including HIPAA and OSHA
- Maintains patient confidence and protects operations by monitoring confidential information
- Achieves financial objectives – analyzing variances to budget and census data
- Maintains supplies inventory by analyzing usage reports, identifying trends, anticipating needs, and approving requisitions while maintaining budgets
- Ensure strong relationship between teams by excellent communication standards
- Maintains nursing guidelines working with Dir of Nursing by writing and updating policies and procedures
- Partners to produce and monitor annual expense budget
- Maintains documentation of patient care services by auditing patient and department records

- Partners to on board and train new residential staff
- In addition to onsite work, there may be times of working remotely from home
- Responsible for covering On Call for Night shift as well as working in tandem with DON to cover On Call for PTO, sick leave, emergencies and such
- Flexibility with days of week worked to ensure compliant ratio levels are met, which can involve working in staffing on Residential unit

### General Competencies

Must possess skills that promote excellence in communication, flexibility, team-based care and decision making.

Understand the importance of protected health information and will abide these confidentiality requirements.

Be familiar with legal issues, ethical issues, and protocols for proper referral or application for various programs.

- Works with a high degree of integrity
- Strong work ethic
- Ability to be flexible
- Strong collaborator
- Caring and compassionate
- Strong verbal and written communication skills
- Works with professionalism and respect
- Understanding of patient care, medical terminology, reference tools

### Core and Special Competencies

- Experience in creating a safe, effective work environment
- Experience working with pain management
- Best Nursing practices
- Crisis Management skills
- Knowledge of emergency and safety procedures for fire, disasters and unplanned events
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### Physical requirements

- Must be able to lift 15-25 pounds.
- Willingness to be flexible to work different shifts for both weekdays and weekends

### Education, Experience, and Certification

- Current Registered Nurse License for North Carolina without restrictions
- Minimum of 5 years of management experience
- 2 years mental health care experience

<b>Approved by:</b>	<i>Signature of the person with the authority to approve the job description</i>
<b>Date approved:</b>	<i>Date upon which the job description was approved</i>
<b>Reviewed:</b>	<i>Date when the job description was last reviewed</i>