



## Assistant Director Of Nursing 1

### Job summary

We are seeking qualified candidates for [Assistant Director of Nursing](https://100hires.com/assistant-director-of-nursing-job-description.html) to help in fulfilling our common purpose: to create joy and peace of mind for our residents and their families by creating a better way of life. Join our organization, where teamwork, respect, and service are part of our everyday environment, and build your healthcare career in a supportive, faith-based community.

This position is responsible for the clinical supervision in the nursing department to ensure high standards of care are being delivered by established policies and procedures and federal and state regulations. Supports the Director of Nursing and will assume functions of the Director of Nursing in his/her absence.

### Responsibilities

Take responsibility for clinical supervision in the nursing department to ensure high standards of care are being delivered by established policies and procedures and federal and state regulations.

Support the Director of Nursing and will assume functions of the Director of Nursing in his/her absence.

Assist the nurse managers in decisions regarding nursing care.

Function as Infection Control Practitioner, QA, and restorative lead of the facility.

Helps coordinate educational offerings for the nursing department.

Participate in Medicare and Insurance assessments, completing worksheets and evaluating conditions and cover ability.

Participate in staff oversight including interviewing and hiring, as well as evaluations and discipline of staff.

### Requirements

An RN nursing degree in the State is required.

Bachelor of Science degree in nursing preferred.

Two years of success in a leadership role, in an acute, sub-acute, or long-term care setting, is required.

Current license, in good standing, as a Registered Nurse.

Strong time management, self-motivation, and organizational skills.

Excellent skills in assessing problems, planning, and evaluating solutions.

Computer and technological literacy required.

## Assistant Director Of Nursing 2

### Job summary

The [Assistant Director of Nursing](https://100hires.com/assistant-director-of-nursing-job-description.html)



assists the Director of Nursing with planning, developing, organizing, implementing, evaluating, and directing the day-to-day functions of the nursing department in accordance and in compliance with established policies, procedures, and practices in compliance with federal, state, local, and licensing regulations. They ensure quality assurance and quality of resident care is provided in the nursing department, adequate staffing patterns, and that staff is qualified and trained. The [Assistant Director of Nursing](https://100hires.com/assistant-director-of-nursing-job-description.html) is responsible for the documentation of treatment and for ensuring that nursing care complies with applicable regulations and standards set by third-party payors such as Medicaid, Medicare, and HMOs. They ensure the coordination of resident care plans as well as the completion and submission of MDs and other required reports in the absence of RNAC.

## Responsibilities

Develops and maintains nursing service objectives and standards of nursing practice by the nursing policies and procedures

Assesses each resident's needs and assists in the development of a treatment plan for nursing care to meet the daily treatment and care needs of the resident

Participates in the interdisciplinary team and works cooperatively with team members to ensure the coordination of care and treatment for the residents

Recruits hires and trains staff in the department

Explains personnel policies and individual duties to each new employee and assists with orientation of the facility and their job

Ensures that nursing personnel provide treatments, medications, diets, rehabilitative nursing care, activities of daily living, protective service, and training in self-care as stated in the care plan to ascertain that optimum comfort and care are provided

Supervises and evaluates the performance of the staff in the department, which includes monitoring performance, ongoing training, handling and resolving behavior and performance problems, and disciplining and terminating staff as necessary

Ascertains that physicians accompanied by licensed personnel are visiting regularly as required and notifies the ones that are not attending

Ensures the department is adequately staffed and prepares staff schedule

Organizes and implements a system for documenting nursing services provided to residents in compliance with regulations and standards

Attends in-service classes and staff meetings

Performs other duties as assigned

## Requirements

Current state license as an RN

3-5 years experience in long-term care in a nursing home setting



Able to follow spoken and written instructions  
Strong computer and internet skills  
Excellent verbal and written skills  
Genuine desire to work with the elderly and/or disabled  
An upbeat and engaging personality

## Assistant Director Of Nursing 3

### Job summary

We are looking for an experienced [Assistant Director of Nursing](https://100hires.com/assistant-director-of-nursing-job-description.html) to join the team! This gorgeous continuing-care retirement community offers independent living, assisted living, long-term skilled nursing, rehabilitation, and therapy.

### Responsibilities

Ensure compliance with regulatory and accreditation requirements for self and within the unit.  
Develop and implement policies and procedures to guarantee efficient and effective delivery of health services.  
Conduct hiring, training, directing, development, and evaluation of staff.  
Identify and resolve issues affecting the delivery of patient care services for the assigned unit(s).  
Assure resident safety by identifying safety hazards and emergencies and initiates corrective action as appropriate.  
Monitor and adhere to budget.  
Approve or monitor expenditures, purchases, and other actions to ensure compliance with budget guidelines.

### Requirements

BLS Provider obtained before hire date or job transfer date required.  
[Registered Nurse](https://100hires.com/registered-nurse-job-description.html) obtained before hire date or job transfer date required.  
Diploma from an accredited school/college of nursing with experience required.  
3 years of experience required.  
1 year of leadership or management experience required.

## Assistant Director Of Nursing 4

### Job summary

The [Assistant Director of Nursing](https://100hires.com/assistant-director-of-nursing-job-description.html)



(ADON) provides care for people who are sick, injured, convalescent or disabled. The patient/resident population is frail, complex in nature, and experiences many illnesses and dysfunctions. The ADON monitors and provides personal nursing care and leadership to the nursing staff to assure that care standards are met and the highest degree of quality resident care is provided at all times. The ADON assists the Director of Nursing in identifying and providing the essential mix of nursing clinical skills; management and leadership skills; knowledge of fiscal management, ethical principles, state and federal requirements, and standards of professional nursing practice that the ADON must possess to assist in sustaining a system of nursing care that meets the needs of the facility's patient/resident population.

## Responsibilities

The ADON assists with direct and individualized nursing care to older patients based on the application of scientific nursing principles. Responsibilities of the ADON include (but are not limited to):

- Promotes and maintains a focus on patient-centered care

- Adheres to laws, rules & regulations and practices ethical integrity and interpersonal skills

- Maintains compliance with long-term care regulations including federal, state, and health regulations

- Assists the DON with the overall coordination and execution of nursing services and monitoring and evaluating the outcomes of nursing care

- Has strong leadership abilities in change leadership, enforcing laws, rules & regulations, ethical integrity, and interpersonal skills

- Knowledge of state and federal regulations and ability to implement and maintain compliance with these regulations governing the facility, resident care

- Maintains expansion of knowledge base and improvement of nursing skills by continued professional development, including attendance at educational programs, etc.

- Maintains professional relationships and representation of the facility and nursing service in professional and community activities

- Oversee staff who provide nursing care to the facility's residents/patients as directed

- Partner with DON at ensuring all nursing staff are held accountable for the care they deliver to residents/patients in the facility

- Enforce policies and procedures for the care of residents/patients; resident/patient discharges and transfers; provide adequate ongoing nursing coverage; provide appropriate, timely, and pertinent documentation

- Routine participation in ongoing facility efforts to improve the overall quality of nursing care, including facility efforts to evaluate and address the causes of various care-related problems and deficiencies

- Knowledge and skill in resident assessment, critical thinking, and nursing intervention

- Ability to evaluate whether the nursing care facility can meet each resident/patient's needs

- Utilize the expertise of other departments and services to address nursing issues in facilitating the delivery of care and services

- Assist the DON in conducting clinical rounds on all nursing units

- Promote, establish, and maintain positive relationships with residents, families, staff, community, and other professionals



Promote and set the example for resident rights and the nursing role in helping protect and enhance those rights

Promotes principles and processes related to institutional life and family involvement in long-term care, and nursing responsibilities in helping optimize that participation

Leads by example by providing professional support for staff and by assisting staff with direct and indirect patient/resident care through prioritizing patient/resident needs and nursing administration goals

Participates with healthcare team members to assess, plan, implement, and evaluate patient care plans

Records all care information concisely, accurately, and completely, promptly, in the appropriate format, entering into the applicable computer system(s) and on the appropriate forms. Ensure appropriate reports are complete and submitted accurately and timely.

Completes required orientation, mentoring, and staff training as directed

Perform position duties in a manner as to assure resident safety and rights are a priority

Float among various clinical services, where qualified and competent

Adheres to the facility's corporate compliance program and promotes the program in a positive and effective manner

Performs other position-related duties as assigned, depending on assignment/shift setting

## Requirements

Graduate of an accredited RN program

Current RN license, in good standing with the State licensing board

Minimum of (2) years LTC experience, preferred

Prior nursing supervisory experience preferable in Long Term Care preferred

Federal, State, and MHI required credentials current and on file

Cognitive skills as related to the position

Prolonged periods of standing, bending, and reaching. Long periods of sitting at a desk and working on the computer.

Ability to lift twenty (20) pounds. Moving, lifting, or transferring patients may involve lifting fifty (50) pounds, as well as assisting with weights of more than one hundred (100) pounds

Fine motor skills

Visual acuity

## Assistant Director Of Nursing 5

### Job summary

The [Assistant Director of Nursing](https://100hires.com/assistant-director-of-nursing-job-description.html) is responsible for clinical leadership and outcomes within our Skilled, Assisted Living, and Memory Care neighborhoods.



## Responsibilities

Ensuring appropriate staff is provided based on resident acuity at each level of care.

Monitoring infection control for staff and residents and developing appropriate policies for infection control monitoring and reporting.

Monitoring clinical quality areas including wound care, infection control, fall risk reduction, pain management, weight loss, and dehydration.

Participating in Wound Rounds, Operations Meetings, Utilization Review, and Performance Improvement/Risk Management/Safety (PI/RM/S) Committee.

## Requirements

Current RN nursing license with no restrictions for the state in which they operate.

Expertise in wound care, quality improvement, MDS, falls, hydration, infection control, care planning, etc... a plus.

Minimum 3 years experience in a healthcare leadership role (Charge Nurse, Unit Manager, etc.).

Experience with an electronic medical record (EMR) system preferred.

Must obtain Infection Prevention Certification within 90 days of employment.

## Assistant Director Of Nursing 6

### Job summary

The [Assistant Director of Nursing](https://100hires.com/assistant-director-of-nursing-job-description.html) will work directly with the Director of Nursing to ensure quality care and outstanding customer service to all patients; will create and maintain great employee relationships among staff. This is a Full-Time position, including evenings and nights.

## Responsibilities

Work with the Director of Nursing in attracting and retaining top-performing, talented team members

Will supervise the Charge Nurses when present; provide guidance and direction to Nursing staff in difficult and emergent situations

Supervising and career coaching existing team members

Ensure the safety of the facility and patients when present

Collect and review data for weekly submission to the Director of Nursing

Perform other duties as assigned by the Director of Nursing

## Requirements



Must be a [Registered Nurse](https://100hires.com/registered-nurse-job-description.html) with 2 years of Psychiatric experience and supervisory experience

Ideal candidate must be a skilled communicator, director, and motivator

Able to organize and prioritize many tasks effectively

Must have a current, unencumbered RN license

Must have a stable work history, the dedication, and commitment to lead our healthcare team

Demonstrated ability to maintain positive employee relationships

Ability to follow all applicable policies and procedures as well as current federal, state, and local standards, guidelines, and regulations that govern psychiatric facilities

Able to react to emergencies appropriately when required

Supervises nursing staff throughout evening and night shifts

## Assistant Director Of Nursing 7

### Job summary

Our [Assistant Director of Nursing](https://100hires.com/assistant-director-of-nursing-job-description.html) is directly responsible for supervising nursing staff in the performance of their assigned duties, including upholding the standards of nursing practice within the framework of the organization of the Nursing Department. The ADON works side by side with the DON, participating in various meetings, QAPI projects, employment retention strategies, in-servicing, and DOH regulations.

### Responsibilities

Develops and promotes the philosophy, objectives, and standards of the nursing department.

Develops an organizational structure for nursing services.

Develops and periodically updates job descriptions, orientation checklists, performance appraisals, and competency assessments for each level of staff within the nursing department.

Hires professional nursing personnel.

Assures competency is documented of nursing service personnel.

Identifies nursing service needs and develops plans according to needs.

Advocates staffing levels for the nursing department that promote high-quality nursing services.

Ensures that the total nursing needs of the residents/patients are met by assigning a sufficient number of qualified supervisory and supportive nursing personnel on a 24-hour basis.

In the absence of the DON communicates with and represents nursing to the facility's administrator.

Participates in after-hour emergency Nursing Administration on-call rotation and reports significant issues to the DON promptly.



## Requirements

Licensed as a Registered Nurse, prefer BSN

Must have prior SNF experience

## Assistant Director Of Nursing 8

### Job summary

The [Assistant Director of Nursing](https://100hires.com/assistant-director-of-nursing-job-description.html) assists the Director of Nursing (DON) in providing, planning, coordinating, or managing nursing care, nursing services, and health education to residents and patients.

### Responsibilities

Assists in ensuring nursing staff is providing quality and appropriate resident/patient care that meets or exceeds company and regulatory standards.

May assist with recruiting, hiring, providing orientation/training, and retaining a sufficient number of qualified staff to carry out the responsibilities of nursing services. Ensures employee performance meets or exceeds expectations and periodic performance appraisals are conducted on a timely basis.

Assists with scheduling and performing rounds to monitor and evaluate the quality and appropriateness of nursing care.

Assists in maintaining administrative authority, responsibility, and accountability for the proper charting and documentation of care and medications, and treatments.

May be responsible for quality assurance, infection control, and the development of staff as determined by the Director of Nursing.

Helps develop and implement the written staffing plan and nursing schedule that reflects the needs of the resident population.

Completes required forms and documents by company policy and state and/or federal regulations.

Adheres to scope of practice limitations based on qualifications.

May occasionally be required to perform patient care duties.

In the absence of the Director of Nursing, the duties and responsibilities of the DON may be delegated to this position.

Performs other duties as assigned.

## Requirements

[Registered Nurse](https://100hires.com/registered-nurse-job-description.html) with experience in long-term care or geriatric nursing.

Management or supervisor experience in long-term care or geriatric nursing preferred.





Proficient in the use of a personal computer.

## Assistant Director Of Nursing 9

### Job summary

Our [Assistant Director of Nursing](https://100hires.com/assistant-director-of-nursing-job-description.html) has the authority, responsibility, and accountability for assisting the Director of Nursing in the structuring, implementing, and monitoring of the Nursing Service Program.

### Responsibilities

Assist in ensuring that the health services units are staffed with nursing personnel to meet the needs of the patient population and contract requirements. Responsible for approving the nursing schedule, requested changes, and requests for time off.

Assist in the recruitment and retention of nursing personnel

Assist in the coordination of new employee orientation and continuing education programs.

Prepares and submits reports to the [Health Services Administrator](https://100hires.com/health-services-administrator-job-description.html)

promptly as requested.

Participates in Quality Improvement (QI) and Infection Control activities and meetings as requested

Respond to a code or health emergency with standard guidelines

Responsible for ensuring that a nursing administrator is on-call for nursing services

Assist in the development, implementation, and evaluation of the philosophy, goals, objectives, structure, and operation of nursing services.

Ensures the practice of nursing is consistent with current standards and is responsible for the level of care.

Serves as representative for and/or liaison between nursing services and other health care providers as well as Director of Nursing and coordinates patient care with other departments

Guides the nursing staff in patient care problems and delegates responsibility within the scope of the employees' abilities

Remains visible and is responsive to all medical disciplines

Supports and participates in evaluations designed to improve work conditions and patient care.

### Requirements

Graduate from an accredited School of Nursing

Five (5) or more years of clinical experience

Two (2) or more years of supervisory experience recommended

Current licensure as a [Registered Nurse](https://100hires.com/registered-nurse-job-description.html) within



the State, or valid compact state nurse license

Current CPR certification

## Assistant Director Of Nursing 10

### Job summary

We are looking for an Assistant Director of Nursing.

### Responsibilities

In coordination with the Director of Nursing Services (DNS), develops, communicates, and maintains nursing policies and procedures that reflect current clinical practice, professional standards, and company and facility philosophy of care consistent with Federal and State laws and corporate policies and procedures.

Establishes criteria and monitors performance to assure that services provided meet established standards of quality.

Collaborates with other departments, professionals, consultants, and organizations, including government agencies and advocacy groups, to develop and support the coordination of resident care, and related administrative functions and to represent the interest of the facility.

Plays an active role to implement Key Clinical Quality Indicator systems to achieve and/or surpass corporate thresholds.

Assists the [Executive Director](https://100hires.com/executive-director-job-description.html) and DNS with preparation for long-term care survey. Actively participates in the long-term care survey process by instructing staff in matters of conduct and disclosure, maintaining a presence at all times surveyors are on-site, and directing the timely collection of information required by the survey team. Demonstrates concern for identified problems and undertakes corrective action while the survey is in progress if appropriate. Gathers and presents supplemental.

### Requirements

Demonstrates C.A.R.E. values to our residents, family members, customers, and staff.

Must be available to work overtime, holidays, and weekends as needed.

Graduate of an accredited school of nursing.

One-year professional nursing experience in a long-term care setting.

Strong organizational and time management skills.

Nursing service administration experience preferred or comparable management position.