



JOB DESCRIPTION

Assistant Director of Nursing

Department: Nursing
Supervisor: Director of Nursing
Shift: Day
Status: Exempt

Qualifications

EDUCATION: RN degree from an accredited 2yr., 3yr. or 4 yr. program.

**CONTINUING
EDUCATION
REQUIREMENT:** Yearly requirement set by Iowa Board of Nursing.

**WORK
EXPERIENCE:** 1-3 years of experience in a supervisory or management position. 1-3 years experience as a floor nurse in long term care setting.

GENERAL JOB SUMMARY

Coordinate operations with the DON through the assistance of the Clinical Services Coordinator as well as oversee and carry out various nursing department duties related to compliance, documentation, various data collection forms, education and training, clinical, physician relations, culture change and resident centered care.

DUTIES AND RESPONSIBILITIES

1. Assist in the oversight of Health Care Center to also include the Hearthstone Memory Care Unit.
2. Assist Courtyard Terrace Coordinator as necessary.
3. Chart audits.
4. Review Hearthstone/HCC charts/ RCF charts.
5. Labs as needed.
6. Education/training/in-services.
7. Elderly Waiver/SCL for ALU/RCF.
8. LTC Insurance.
9. RCF follow-up, as requested by the DON.
10. Assist with Campus Compliance.
11. Tours and pre-assessments for RCF/HCC as needed.
12. Assessment training for nurses.
13. Communicating with physicians and Boone County Hospital
14. Re-admissions.
15. Culture Change and Resident Centered Care in HCC.
16. Other duties as assigned by Director of Nursing.

Please understand that this Job Description is not intended to be an all-inclusive list of every task you may perform, but a description of the minimal qualifications, essential functions, physical demands and abilities this job requires, with or without accommodation.