



JOB DESCRIPTION

TITLE: Director of Nursing
DEPARTMENT: Cooper House Nursing Dept.
REPORTS TO: Cooper House Administrator
STATUS: Full-time/Exempt

ORGANIZATION SPOTLIGHT:

DOORWAYS, a nationally-known interfaith non-profit, empowers clients to overcome poverty, HIV, and homelessness by providing numerous supportive services that improve Housing, Health and Hope. As a bi-state agency with broad impact, we assist nearly 3,500 clients annually. On the heels of opening our innovative 3-acre \$40M Jefferson Ave. Campus, we are poised to expand our programming to improve service provision, while taking the organization to new heights.

MAJOR DUTIES & RESPONSIBILITIES:

- Promotes our mission of offering compassionate care on a daily basis to our residents, while helping to create a department where such person-centered care is the guiding principle of all nursing decisions.
- Develops, maintains, and implements nursing policies and procedures that conform to current standards of nursing practice, facility philosophy, and operational policies while maintaining compliance with state and federal laws and regulations.
- Participates in all admission decisions, and may visit prospective residents before admission.
- Ensures delivery of compassionate quality care and nursing supervision as evidenced by adequate services and staff coverage on unit, absence of odors, general cleanliness, prevention of pressure wounds, and apparent maintenance of optimal resident functions.
- Demonstrates knowledge of and application of Key Clinical Quality Indicators, and proactively monitors and implements systems to achieve and/or surpass company thresholds.
- Exercises overall supervision of resident assessments and care plans.
- Oversees or is responsible for the CNAs, competency testing, and all related records.
- Collaborates with physicians, consultants, community agencies, and institutions to improve the quality of services and to resolve identified problems.
- Oversees nursing schedules to assure they meet resident needs and regulatory and budgetary standards.
- Participates in the recruitment and selection of nursing personnel and assures sufficient staff is hired.
- Proactively develops positive employee relations, incentives, and recognition programs. Promotes teamwork, mutual respect, and effective communication.



- Participates in budget development for the nursing department, and for medical, nursing, and central supplies.
- Assists the Administrator prepare staff for inspection surveys, instructing staff on matters of conduct and disclosure, being interviewed by inspector, immediate corrections of problems noted by surveyors, etc. Reviews and reinforces important standards previously cited.
- Monitors facility incidents and complaints daily to identify those defined as unusual occurrences by State policy and promptly reports such occurrences to the Administrator.
- Acts in administrative capacity in the absence of the Administrator.

EDUCATION AND EXPERIENCE:

- A current Missouri license as a Registered Nurse (RN) and have graduated from an accredited school of nursing is highly preferred. Highly trained/experienced Licensed Practical Nurses (LPN) with a current LPN Missouri license will also be considered.
- Two years of professional nursing experience in the long-term care setting is required, and a minimum of 1-2 years in nursing administration or a comparable management position.
- Must possess and demonstrate a high degree of leadership, organizational ability, and communication skills. Knowledge of long-term care management, policies, budgeting, personnel management, and census development is required.
- Current CPR certification is required.

WORKING CONDITIONS:

- Works in a climate-controlled and well-lighted environment with a smoke-free policy.
- Works in an office and throughout the building daily.
- Has level of risk of exposure to infectious diseases including HIV, but receives training in hand washing practices and Universal Precautions and has access to personal protective equipment if direct exposure is anticipated.
- Is subject to interruptions, noise, and odors daily.
- Willing to work beyond normal working hours, on weekends, and in other positions temporarily, when necessary; on-call 24/7.

DOORWAYS provides equal employment and social service opportunity to all regardless of race, color, sex, national origin, ability, gender, gender identity, gender expression or sexual orientation.



ACKNOWLEDGMENT

I have read the above job description and fully understand the requirements set forth therein. I hereby accept the position of **Cooper House Director of Nursing** and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability. I understand that as a result of my employment, I may be exposed to the HIV/AIDS and Hepatitis B Viruses.

This job description is illustrative only and is not meant to encompass all possible duties that an employee may be called upon to perform or all conditions that an employee may encounter during the course and scope of the employee's employment.

I further understand that my employment is at-will and thereby understand that my employment can be terminated at-will by the facility or myself and such termination can be made without notice.

Signature-Director of Nursing

Date

Printed Name-Director of Nursing