

DIRECTOR OF NURSING

POSITION OBJECTIVE/SUMMARY: The Director of Nursing is responsible for the day-to-day operations of in-patient nursing services which include: planning, organizing, directing, controlling, coordinating, evaluating, and personnel/payroll of assigned staff etc.

MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION:

- A Master's Degree in psychiatric nursing or community mental health nursing or related field with experience in administration; or a Baccalaureate Degree in nursing or related field with experience in psychiatric nursing and two years of experience in nursing administration; or four years of experience in nursing administration or supervision, with experience in psychiatric nursing (Title 22).
- A valid or current license in Nursing in the State of California.
- Previous supervisory experience in a psychiatric healthcare environment preferred.
- Proficiency in HRIS/Payroll, MS Word, Excel computer software systems.
- Must be organized, detail oriented, the ability to handle confidential information, and to interface effectively with all levels of management.
- Good written, verbal communication and interpersonal skills.
- Must have the ability to multi-task, problem solve, meet deadlines and follow through on work assignments in a fast-paced environment.
- **The ability to work additional hours/days and on special projects as needed.**

GENERAL STATEMENT OF FUNCTIONS:

- The Director of Nursing reports directly to the Chief Nursing Officer for administration of nursing care and maintenance of standards consistent with Federal, State and local laws, JCAHO and the professional nursing organization.
- The Director of Nursing has administrative responsibility for personnel, administration of nursing policies and for coordinating activities with other departments which overlap with nursing services.
- Develops and maintains a written philosophy and objectives for the nursing department which reflects the goals of Kedren.

- Communicates the philosophy and objectives to all nursing staff members and other health care workers to ensure their implementation in the delivery of nursing service.
- Communicates and interprets nursing service philosophy and objectives to administration, medical staff and other Center departments.
- Determines the kind and amount of nursing care needed to meet the goals of the Center by: ensuring that adequate nursing coverage is provided consistent with the acuity of the respective units;
- Establishing and implementing standards which ensure safe and therapeutically effective patient care;
- Carrying out continuous analysis and evaluation of patient care in the milieu in which it is accomplished. Identifies problems in achievement, obtains data for planning and forecasting through nursing audits and peer review; and authorizing improved methods for patient care and directs their implementation.
- Develops nursing organizational structure, staffing patterns and utilization of personnel.
- Interviews employees in: selection, appointments, promotions and discharges of staff of the nursing staff; analyzes and evaluates personnel performance.
- Plans and/or conducts in-service activities. Recommends requirements for nursing personnel attendance at programs on general staff development. Evaluates, recommends and approves orientation and continuing education program for the nursing personnel.
- Develops and maintains an effective system of nursing records and reports medical legal joint statements, licensure, minutes of nursing meetings, etc.
- Interprets the nursing policies of the hospital and clinic to new employees and interprets the philosophy of the Nursing Department to the inquiring public and other agencies.
- Participates in the reviewing and revising of personnel policies of Kedren and established criteria for the recruitment, selection, promotion and termination of employment of nursing personnel.
- Determines and recommends a nursing service budget to implement objectives.
- Attends clinical and department head meetings, represents nursing services to administration. Attends other meetings or participates in committees on behalf of Nursing Services.
- Participates in the development of contracts with educational and training agencies for the use of Kedren clinical facilities by students.
- Actively pursues own professional growth and development for increased competency in carrying out responsibilities. Participates and promotes membership in professional nursing associations, allied health organizations.
- Participates in community activities that facilitate and support Kedren's mission and goals.

- Practices confidentially in all client, employee, and management related matters.
- Assist in other duties as required.