POSITION TITLE: DIRECTOR OF NURSING

JOB CLASSIFICATION: EXEMPT

TITLE OF IMMEDIATE SUPERVISOR: PRESIDENT AND CEO

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:

1. The Director of Nursing reports directly to the President/CEO & Medical Director for administration of nursing care and maintenance of standards consistent with Federal, State and local laws, JCAHO and the professional nursing organization.

2. 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.

3. Develops and maintains a written philosophy and objectives for the nursing department which reflects the goals of Kedren.
4. 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.

5. Communicates and interprets nursing service philosophy and objectives to administration, medical staff and other Center departments.

6. Determines the kind and amount of nursing care needed to meet the goals of the Center by:
   a. ensuring that adequate nursing coverage is provided consistent with the acuity of the respective units;
   b. establishing and implementing standards which ensure safe and therapeutically effective patient care;
   c. 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
   d. authorizing improved methods for patient care and directs their implementation.

7. Arranges for joint planning of patient care between Center health personnel, Medical Staff and other disciplines.


9. Interviews employees in: selection, appointments, promotions and discharges of staff of the nursing staff; analyzes and evaluates personnel performance.

10. 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.

11. Develops and maintains an effective system of nursing records and reports medical legal joint statements, licensure, minutes of nursing meetings, etc.

12. 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.

13. 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.

14. Determines and recommends a nursing service budget to implement objectives.

15. Attends clinical and department head meetings, represents nursing services to administration. Attends other meetings or participates in committees on behalf of Nursing Services.
16. Participates in the development of contracts with educational and training agencies for the use of Kedren clinical facilities by students.

17. 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.

18. Participates in community activities that facilitate and support Kedren’s mission and goals.


20. Assist in other duties as required.

COMPETENCIES:

- **Analytical Thinking** - Able to breakdown raw information and undefined problems into specific, workable components that in-turn clearly identifies the issues at hand. Makes logical conclusions, anticipates obstacles, and considers different approaches to the decision-making process.

- **Communication Effectiveness** – Clearly conveys information and ideas through a variety of media to individuals or groups in a manner that engages the audience and helps them understand and retain the message.

- **Compliance** – Ensures compliance and examines patient information to insure that they comply with company and industry regulations, and service policies and procedures.

- **Decisiveness** – Exercises good judgment by making sound and well-informed decisions; perceives the impact and implications of decisions; makes effective and timely decisions, even when data is limited or solutions produce unpleasant consequences; is proactive and achievement oriented.

- **Ethical** – Applies decision-making strategies that are grounded in social work values and ethics and person-centered principles.

- **Industry Knowledge** - Understands the industry of mental health and not for profit organizations, including the competition, community resources, the suppliers, the customer/client base and the regulatory environment.

- **Integrated Services** – Commits to developing integrated services and counseling that meets the total needs of clients; promotes cooperation and collaboration with other organizations to achieve service integration.

- **Interprofessional Teamwork** – Displays team-based professional skills, roles, and responsibilities in order to ensure an environment for safe, efficient, effective, and equitable care and innovative research.

- **Professionalism** – Thinks carefully about the likely effect on others of one’s words, actions, appearance, and mode of behavior. Selects the words or actions most like to have the desired
effect on the individual or group in question. Demonstrates respectful and effective relationships with colleagues and clients and their families.

- **Service Focus** – Balances interests and needs of a variety of internal customers and clients; adjusts priorities to respond to pressing and changing demands. Anticipates and meets the need of the customer and client; achieves quality results; is committed to continuous improvement of services.

- **Thoroughness** - Demonstrates attention to detail and accuracy. Defines and organizes tasks, responsibilities, and priorities. Takes responsibility for timely completion.

- **Workforce Planning** – Exhibits knowledge of HR concepts, principles, and practices related to determining workload projections and current and future competency gaps to align human capital with organizational goals.

**SUPERVISORY COMPETENCIES**

- **Coaching** – Provides timely guidance and feedback to help others strengthen specific knowledge/skill areas needed to accomplish a task or solve a problem.

- **Delegating** – Divides work into components and determines what can be delegated and delegate’s responsibility and authority as appropriate.

- **Facilitation** – Leads group to intended results while allowing adequate discussion, brings group back to the meeting’s purpose or goal when needed, and gains input of ideas from all participants.

- **Motivating** – Inspires the willingness to take self-directed actions to do more than is expected in the job with the aim of improving job performance and finding or creating new opportunities.

- **Organizational Acumen** – Sizes up a situation, balances reason and the interests of others, and acts in a decisive, timely, and appropriate manner that is congruent with the organization’s values, goals and mission to achieve success.

- **Performance Management** - Works to improve and reinforce performance of others. Takes responsibility for one’s direct reports performance by setting clear goals and expectations, tracking progress against the goals, and addressing performance problems and issues promptly in a manner that builds confidence and maintains self-esteem.

- **Team Building** – Inspires, motivates, and guides others toward goal accomplishments. Consistently develops and sustains cooperative working relationships, fosters commitment, team spirit, pride and trust.

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Employee Name (please print):

__________________________________________
Employee Signature Date