

# BLACKFEET CARE CENTER

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## JOB DESCRIPTION

JOB TITLE: Director of Nursing  
DEPARTMENT: Nursing Service  
POSITION TYPE: Full-time, Permanent  
SUPERVISOR: Blackfeet Care Center Administrator  
SALARY RANGE: Per Blackfeet Tribal Health Wage Scale

### JOB PURPOSE

The purpose of Director of Nursing of the Blackfeet Care Center is to provide excellent clinical leadership skills to oversee our nursing care services. The incumbent must have current RN license with strong leadership, communication, organization skills and prior management experience in Long Term Care. The DON is required to be a hands-on nurse as well as manages nursing care for residents with conditions ranging from a fracture to Alzheimer's disease although the incumbent will often spend much of his/her time on administrative and supervisory tasks. The DON is responsible in assessing the residents' health condition; develops treatment plans; and supervises registered nurses, licensed practical nurses and nursing aides as well as interact with other facility departments. They must also perform difficult procedures such as starting intravenous fluids.

### RESPONSIBILITIES

#### Major Duties:

- The DON must be familiar with Long Term Care regulations,
- Is responsible for the overall effectiveness and efficiency of the Nursing Services Department,
- Must be knowledgeable of the long-term-care policies, procedures and regulations,
- Manages and is responsible for the actions and behavior of the Nursing Services staff,
- Assesses, plans and provides comprehensive medical care to individual geriatric, adult and adolescent residents of the facility,
- Works closely with the medical officer and/or private physician to assess and plan the residents care program,
- Carries out the diagnosis and decisions concerning medical and nursing care needs of patients as prescribed by the medical officer or resident's personal physician,
- Collaborates with other health care professionals to develop treatment protocols,
- Maintains a complete health and developmental history for the resident,
- Provides emergency treatment and initiates emergency life saving measures as appropriate, i.e., cardiac arrest, shock, hemorrhage, etc.
- Promotes responsible behavior and implements plans to further enhance resident/family understanding of the residents medical problems,

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- Participates in ongoing quality improvement activities, including chart reviews, development of review criteria, development of plans for improving nursing staff performance and evaluation,
- Serves as a consultant and provides technical assistance to other health care providers and staff within the facility,
- Develops and conducts formal education (i.e., in-service) programs for facility staff,
- Serves as a preceptor for nursing students with clinical rotations,
- Reviews and critiques current research, giving recommendations to medical staff for adapting current research results to current medical practice.
- Supervisor may be required to be on various committees (fire disaster, safety, quality assurance).

### MINIMUM QUALIFICATIONS

Education: Nursing degree from an accredited nursing school.

Licensing: Must have a current Registered Nursing license and be in good standing in the state of Montana

Valid Montana Driver's License

### PHYSICAL DEMANDS

The incumbent will be required as part of their daily activities to push, pull, possess bimanual dexterity, lift, possess visual and hearing acuity, touch sensitivity and be able to communicate effectively.

### SKILLS REQUIRED

- Must have strong leadership skills to direct the work of employees,
- Possess superb organizational, time management and multi-tasking skills,
- Knowledge of Occupational Health & Safety practices, principles and legislation,
- Excellent oral and written communication skills are essential,
- Knowledge of health hazards and appropriate safety precautions, and
- Customer-focused with high emphasis on building and maintaining relationships with residents, their families, other departments and the general public.

### PHYSICAL DEMANDS

The incumbent will be working in a direct care and office environment and must be able to lift approximately 40-60 lbs., twist, turn, stoop and bend within the health care setting.

### HEALTH REQUIREMENT

The incumbent must produce a current immunization record that demonstrates a negative PPD test.

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### **SPECIAL REQUIRMENTS**

The Blackfeet Care Center is a drug and alcohol free facility and it will not be tolerated and will result in immediate dismissal. The incumbent will be required to submit to a random drug test. A refusal to submit to a drug test will result in immediate dismissal.

The incumbent must demonstrate knowledge of resident rights.

Persons found guilty of abusing, neglecting or mistreating individuals in a health care setting are ineligible for employment at this facility.

### **CONFIDENTIALITY**

Blackfeet Care Center business and resident confidentiality are serious matters and as part of your employment you will be privy to confidential information. HIPAA Privacy Rules, state codes and Blackfeet Care Center policy apply in regards to resident and business confidentiality.

Resident confidentiality is of the utmost importance. If you breach resident confidentiality, you can be fined, criminally charged, immediately be terminated from your position and even sent to prison as well as being sued by the resident or their families.

### **JOB EVALUATION**

The incumbent will be evaluated annually on the specific activities and responsibilities as outlined in this job description.

### **EMPLOYEE AGREEMENT**

It is understood by signing this job description it constitutes a contract between an employer and employee and specifies my obligation to my employer. The employee's job duties and confidentiality obligations as described will be the basis for the employee's annual performance evaluation.

Employee: \_\_\_\_\_ Date \_\_\_\_\_