Downloaded from <https://www.velvetjobs.com/job-descriptions/nurse-manager>

# Example of Nurse Manager Job Description

Our innovative and growing company is looking for a nurse manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for nurse manager

* Monitors Risk Management activities for the facility and monitors the behavioral healthcare activities to ensure JCAHO accreditation and state, federal, or other regulatory standards are maintained
* Supervises and participates in inventory count, as required per facility practice
* Assist in annual budget preparation and evaluation of proposed new equipment
* Attends all mandatory in-services, facility staff meetings and participates in emergency drills
* Orientates and trains new employees
* Acts as Administrator Designee in Administrator’s absence
* Provides oversight for ventilator management
* Directs and supervises all areas of nursing care
* Maintains an effective and supportive working relationship with the Medical Director
* Keeps Facility Administrator informed of clinical activities

## Qualifications for nurse manager

* 5+ years of experience in management, supervision and training, clinical competence in Pediatrics and Adolescent Nursing
* Demonstrates working knowledge of common office software, along with the ability to access, compile, evaluate and use information appropriately
* Minimum 5 years of work experience as a RN in a social service environment or related field required
* Minimum 1 year of supervisory experience a MUST
* Five (5) years previous GI experience
* Must be licensed as a Registered Professional Nurse currently licensed in Maine