



Example of Assistant Director, Nursing Job Description

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Our company is growing rapidly and is looking for an assistant director, nursing. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for assistant director, nursing

- Plans, coordinates, and conducts regular and special in-service training sessions for staff to familiarize them with new procedures, policies, and changes in resident care techniques
- Develop, maintain, and utilize records pertinent to in-service programs
- May be designated as the infection control preventionist
- Supervises the manner in which physicians orders are implemented
- Participates in the hiring process of facility staff by performing drug screening
- Maintains employee health records
- Participates in monitoring staffing and schedules and assist in ensuring the nursing department is adequately staffed
- Evaluates nursing procedures and makes recommendations for equipment replacement or procurement to the DON
- Works as RN coverage on the unit when needed
- Staffing. Provide direct oversight of the staff and Nursing Supervisors

Qualifications for assistant director, nursing

- Current Georgia Registered Nurse (RN) licensure
- Current Licensed Practical Nurse (LPN)/ Licensed Vocational Nurse (LVN) licensure
- Must be a graduate of an accredited School of Nursing, RN degree

- Ability to apply essential principles of supervision and managerial activity, basic human resources operations, strategic and program planning, program and curriculum planning, development, and evaluation, technology implementation
- Ability to communicate clearly to a variety of constituents in a diverse work environment