



## Example of Assistant Director, Nursing Job Description

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Our growing company is searching for experienced candidates for the position of assistant director, nursing. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

### Responsibilities for assistant director, nursing

- Assures physicians are notified of change in condition
- Assists with maintaining thorough and accurate records for each resident
- Responds appropriately to emergencies
- Handles linens properly and disposes of linen or supplies in adherence to regulations and guidelines
- Oversees the provision of nursing care on all inpatient nursing care units by organizing, directing and staffing these areas in compliance with standards of professional nursing practices
- Provides continuous quality of care which maximizes the effectiveness of clinical practice, nursing process and safety of staff and patients
- Identifies nursing service staffing needs, interviews applicants, and collaborates with the Human Resource Department to facilitate the hiring process
- Assigns and prepares time schedules to ensure adequate 24/7 nursing coverage as defined by the hospital staffing system
- Monitors unsatisfactory conditions that may arise in any phase of operations to ensure patient satisfaction
- Investigates complaints by patients and other, and attempts to resolve such complaints

### Qualifications for assistant director, nursing

- 2 years experience with Long Term Care ( LTC)
- 2 years experience in a staff development role
- Current CO Registered Nurse (RN) License
- Cardiopulmonary Resuscitation (CPR) required, Basic Life Support (BLS) from American Heart Association required for facilities with an Automated External Defibrillator (AED) and preferred for facilities without an AED