



Example of Assistant Director, Nursing Job Description

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Our company is searching for experienced candidates for the position of assistant director, nursing. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for assistant director, nursing

- Provide a monthly staffing schedule one month in advance to your HSA and DON, work with the Charge Nurses to adjust daily personnel needs, provide any personnel changes including call outs, scheduling trades, , to the HSA and DON
- Visit each of your areas of clinical responsibility at least once a week to observe the staff's performance and to discuss ongoing programs and problems
- Perform a random chart review in each of your areas of clinical responsibility on a weekly basis for CQI, fill out the appropriate CQI forms (5 to 10 charts per site), and forward the completed forms to the DON
- Answer inmate grievances in a timely and complete manner and assist the Charge Nurses with answering inmate grievances in a similar manner
- Put into operation and enforce current policies and procedures, make recommendations to DON for any updates or changes needed in policies and procedures
- Ensure new staff is scheduled for proper orientation prior to routine staffing assignments
- Participates in the developing, maintaining and updating of the facility's written policy and procedures that govern the day to day functions of the Nursing Services Department
- Makes written and oral reports/recommendations concerning the operation of the Nursing Services Department

- Serves on and participates in committees as directed

Qualifications for assistant director, nursing

- Knowledge of State and Federal regulations and guidelines governing long-term care facilities
- Proficiency in Microsoft Applications & Electronic Health Records
- Ability to develop, maintain, and manage relationships with key stakeholders with the competency to inspire and influence others while mitigating conflict
- Three years of experience working with people with spinal cord and brain injuries
- Registered Nurse (RN) licensure
- RN – graduate of an accredited school of nursing and currently licensed to practice nursing in this state (Baccalaureate or Master's degree in nursing is preferred)