

## **ASSISTANT DIRECTOR OF NURSING (ADON)**

### **GENERAL SUMMARY:**

The Assistant Director of Nursing is an RN who is responsible for the overall supervision of nursing care in the Health Center.

### **Essential Job Duties:**

1. Supervises direct nursing care in the Health Center.
2. Administers direct nursing care when more than routine care is indicated.
3. Makes routine rounds to assure proper care and a safe, clean resident environment.
4. Assures accuracy and completeness of medical records.
5. Coordinates, conducts, and documents the MDS, resident care plans and conference in the absence of the MDS nurse.
6. Supervises nursing personnel on all shifts. Participates in staffing, scheduling, counseling, orientation, and evaluation of nursing staff.
7. Assists with orientation of nursing personnel.
8. Participates in family/resident counseling.
9. Responds to emergency calls as necessary.
10. Functions in the capacity of DON in his/her absence.
11. Assures effective communication with other shifts and departments as it relates to resident care. Some "on call" is required.

**Other Duties:**

1. Assures timeliness of physician visits.
2. Accompanies physicians when making rounds.
3. Notifies physician and family of changes in resident's condition.
4. Encourages rehabilitative techniques in order to restore residents' independence.
5. Assures proper functioning of medical equipment and adequate medical supplies.
6. Assists DON in developing and implementing policies and procedures.
7. Assists in infection control, safety and pharmacy rounds and audits.
8. Attends in-service training and education sessions, as assigned.
9. Performs specific work duties and responsibilities assigned by supervisor.

**QUALIFICATIONS:**

RN currently licensed in the State. Current CPR certification. Geriatric/rehabilitation experience with a good understanding of restorative nursing. Supervisory experience preferred.

**PHYSICAL REQUIREMENTS/WORKING CONDITIONS:**

Frequent standing, stooping, bending, stretching, squatting; must be able to stand/walk for up to 70% of the work day; must be able to lift , transfer, turn and position residents weighing up to 125 lbs. unassisted, or with the assistance of one for a resident weighing over 125 lbs. May be subjected to offensive odors and combative behavior. Must be able to lift and carry up to 20 lbs. frequently, and 50 lbs. occasionally. May be exposed to communicable diseases including the HIV and HBV viruses. Must be able to work paying close attention to detail with frequent interruptions.

**OPENING DATE**

July 17, 2008

**CLOSING DATE**

July 31, 2008

**PAY RANGE**

Commensurate with experience

**FLSA CLASSIFICATION**

Exempt

