

Director of Nursing

Bigfork Valley Long-Term Care / \$86,600 - \$119,900 Salary / Full-Time
258 Pine Tree Drive, Bigfork, MN, United States

Benefits- Full & Part-time Employees

- Health Insurance: Bigfork Valley offers medical insurance with a Health Savings Account and employer contributions.
- Dental Insurance: Bigfork Valley offers dental coverage through Delta Dental.
- Vision Plan: Bigfork Valley offers vision coverage through VSP Vision Network.
- Healthcare and Dependent Care Flexible Spending Accounts: Bigfork Valley offers both Healthcare FSAs and Dependent Care FSAs to employees.
- Life Insurance and Long-Term Disability: Basic term life insurance and Long-Term Disability are provided to employees at no cost. Supplemental voluntary life is also available for employees and their dependents.
- Retirement: Employees are eligible to contribute to a 457(b) (traditional or Roth), with Bigfork Valley providing a match after one year of employment.
- Employee Assistance Program: Bigfork Valley offers you and your family members free, short-term counseling, referral, and support services.
- Paid Time Off (PTO) to offer a work-life balance.
- Employee Referral Program
- Experience Pay Given

Job Summary

Responsible for ensuring that the residents of Bigfork Valley's long-term care facility receive quality care which meets or exceeds established standards of resident care, and leads, directs and supervises long term care nursing staff in a manner which supports and achieves these established standards of resident care.

The DON is responsible for developing and overseeing the implementation, administration and compliance of policies, procedures and regulations within the long-term care community.

- Determine and implement organizational structure required to achieve established standards of care.
- Ensure that policies and procedures are developed, implemented and revised as necessary to achieve established standards of care.
- Ensure that nursing staff are competent to perform the duties of the job
- Lead the process of establishing and maintaining good working relationships within and among Bigfork Valley departments, with community agencies, and with other third parties.
- Manage the financial aspects of the department and make financially responsible decisions in conjunction with the Director of Senior Services.
- Manage all aspects of personnel administration for the department in a manner that supports and enhances the department's goals and objectives.
- Provides ongoing training and development opportunities for employees and promotes harmonious working relationships within and among departments.
- Oversees and works closely with team members to improve processes and projects through QAPI activities.

Job Summary *continued*

- Committee leaders/ participant for decreasing psychotropic medication use, falls, pharmacy/ therapeutics, QAPI, Antibiotic Stewardship, and other committees as they arise.
- Ensures MD rounds are organized, thorough, and prepped in advance as per the MD routines.
- Provides training in competencies and onboarding to staff, including developing and maintaining a mentor program.
- Prepares and directs monthly staff meetings
- Works collaboratively on monitoring and improving our Quality Measures and 5 Star report card
- Prepares and plans for annual resident and family satisfaction surveys
- Performs all preadmission screenings to determine admission decisions
- Completes admissions in a timely manner to ensure full compliance with state/ federal regulations and admission policies.
- Ensures the residents are receiving the highest level of quality of care
- Addresses complaints and grievances in collaboration with the social worker and other departments as necessary.
- Oversees PCC, is a super user and manages all access for employees, physicians, etc.
- Performs continuous audits
- Participates in IDT and communicates well with nursing to ensure direction and follow through is completed.
- Reports real and alleged violations of vulnerable adults to OHFC (and other agencies as applicable) immediately. Completes the investigation and identifies improvement areas necessary.
- Provides leadership to nursing staff by providing education, empowerment and support which encourages active engagement within the department.
- Specific duties include hiring, identifying and/or providing employee training opportunities, planning, assigning, directing work, performance coaching including disciplinary action when appropriate, and addressing employee concerns, complaints and suggestions.
- Evaluate the effectiveness of nursing and other resident care services in relationship to cost factors and the department's quality of care standards and objectives.
- Lead the department in a manner that establishes a standard for interpersonal relationships, effective communication, high quality resident care etc.
- Maintains a professional appearance, attitude and tone on the floor at all times.
- Educates staff continuously as a result of visual and written identified improvement areas.
- All other duties as assigned.

About the Position

- Full-Time
- Days
- On-Site at Bigfork Valley

Qualifications

- High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.
- Graduate of a recognized nursing assistant program and in good standing with the Minnesota Nursing Assistant registry; or successful completion of our agency's orientation and training program for unlicensed personnel and has been determined competent to provide services and follow our agency's procedures by our RN.
- Meet the requirements of Title XVIII of the Social Security Act for Nursing Assistants in nursing facilities certified for participation in the Medicare program or have successfully completed a Nursing Assistant training program approved by the State of Minnesota and have at least 20 hours under the supervision of a Registered Nurse.
- Current CPR Certification, completion of the Medication Administration Course, current Minnesota driver's license and automobile insurance required.

*The salary for this position is \$86,600 to \$119,900 with a median wage of \$103,250. It is not typical for an individual to be hired at or near the top of the range for their role. Compensation decisions are dependent on the facts and circumstance of each case and on several factors including relevant work experience, education, certification & licensure, and internal equity. Hourly pay is just one part of the compensation package for employees.

EEO/AA Employer/Vets/Disability