

JOB TITLE – LVN – Associate Director of Nursing (ADON) – MAIN SITE/OPC

HOURS M-F: 8:00 AM - 5:00 PM

SUPERVISOR: Director of Nursing

SALARY Commensurate with Experience

FULL TIME POSITION

POSITION DUTIES/RESPONSIBILITIES: Assist Director of Nursing (DON) in supervising OPC and floaters. Schedule daily nursing coverage for all sites. Assist with the completion of performance evaluations (training and annual) on all nurses. Responsible for maintenance of medical equipment, troubleshooting and scheduling routine care. Assume responsibility for the emergent care of all patients until the arrival of the provider, implementing emergency procedures as appropriate. Assist with procedure clinic. Schedule appointments for specialty clinics. Monitor expiration dates on all sample medications and sterile supplies. Report communicable disease to local health department. Responsible for scheduling nurse coverage for extended hours. Familiarity with all updated information on present and new vaccines. Assist with interviewing, selection and orientation of all FHC nursing personnel. Supervise monthly maintenance of crash cart and life support system. Comply with all regulations related to confidentiality of patient information. In conjunction with provider orders, administer immunizations in the patient's home as needed, assessing and documenting affects. Order supplies for all clinics. Maintain drug sample closets. Provide nursing support as needed. Possess ability for flexible scheduling to include occasional evenings or weekends. Assist with patient grievances. Foster teamwork across departments. Knowledge of all FHC policies and procedures. Other duties as assigned by supervisor.

REQUIRED EDUCATION, TECHNICAL TRAINING OR EQUIVALENT: Diploma from accredited school of nursing, current state license, current CPR certification, ACLS desired

REQUIRED EXPERIENCE OR SKILLS: Management, excellent communication, teaching and organizing skills, computer literacy.