



JOB DESCRIPTION

Associate Director of Nursing

REPORTS TO: Director of Nursing

EDUCATION & EXPERIENCE: Diploma or degree from accredited school of nursing or college, current state license, current CPR certification

SKILLS: Associate Director of Nursing oversees the nursing staff and overall nursing operations of their healthcare area/sites. Duties include evaluating and directing all nursing employees, establishing goals for the nursing department, and creating and enforcing compliant healthcare policies. Excellent leadership, communication, teaching and organization and computer skills necessary.

PRIMARY DUTIES:

- Excellent Multitasking and organization skills
- Ability to lead and instruct others
- People skills
- Schedule daily nursing coverage, time-off approvals and take sick calls
- Excellent verbal and written communication skills
- Problem solving and critical thinking skills
- Assist with the completion of performance reviews
- 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 clinician, implementing emergency procedures as appropriate
- Report communicable disease to local health department
- Familiarity with all updated information on present and new vaccines
- Assist with interviewing, selection, and orientation of all WFM nursing personnel
- Supervise and assign staff responsible for quality assurance of all equipment, OSHA, and regulatory requirements
- Comply with all regulations related to confidentiality of patient information
- Monitor budget per DCNO direction

OTHER DUTIES:

- Order medical supplies for all clinics
- 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 WFM policies and procedures
- Other duties as assigned by supervisor

PHYSICAL AND MENTAL REQUIREMENTS:

- Visual and auditory accuracy
- Shift length - 8 hours
- Indoor setting
- Continuous use of computer
- Frequent sitting, standing, walking, bending, kneeling, reaching, twisting, and climbing
- Frequent use of telephone usage
- Continuous repetitive grasping and manipulation of both hands
- Occasional working in confined and noisy areas
- Occasional exposure to electrical, chemical, gaseous, and dusty conditions
- Occasional lifting and carrying up to 50lbs
- Occasional pushing, pulling, and positioning patients up to 200lbs
- Occasional exposure to patients with communicable diseases
- Occasional use of personal transportation
- Occasional travel: must possess a valid driver's license and appropriate liability insurance
- Understand/conduct detailed oral/written instructions
- Read and interpret detailed specifications
- Able to respond quickly and calmly in medical emergencies

REVIEWED WITH EMPLOYEE:

Employee

Supervisor

Date