



Genevive



Job Description: Assistant Director of Nursing

Job Title: Assistant Director of Nursing (ADON)

Department: Nursing

Position Summary: The Assistant Director of Nursing (ADON) will be a key leader on the Genevive nursing team. The ADON will collaborate with the Director of Nursing in leading innovation and ensuring the highest standards throughout the department. The ADON will be responsible for implementing department wide initiatives that align with company-wide strategic goals and vision. The ADON will lead by example by being an excellent communicator, detail oriented, and a proven driver of change. The ADON will also provide direct management for the Triage and Anticoagulation teams, I-SNP Care Coordinators, and Nursing Coordinator. The ADON will also provide project management oversight for other nursing managers.

Supervision Received: Director of Nursing

Supervision Exercised: Triage lead and nurses, anticoagulation staff, nursing coordinator, and ISNP lead and care coordinators

Hours per Pay Period: 80hrs

Classification:

Full-Time

Exempt

Part-Time

Non-Exempt

Education/Qualifications:

- Registered nurse (BSN preferred)
- Demonstrated knowledge and experience with complex, frail older adult population
- Exceptional professional communication, relationship building, and organization skills
- Three to five years progressive nursing leadership experience; direct personnel management experience highly preferred
- Previous experience and thorough understanding of managed care and care coordination practices
- Excellent attention to detail
- Ability to run with large conceptual ideas, operationalize projects, and direct appropriate staff
- Ability to work autonomously, yet skilled in interdisciplinary collaboration.
- Good computer skills with specific knowledge of Microsoft Office programs

Essential Functions:

- Provide leadership and management to Triage, ACS, I-SNP Care Coordination, and Nursing Coordinator
- Responsible for hiring, progressive discipline, training, mentoring, and coaching staff
- Mentor and coach ISNP CC and Triage Lead, oversee operations of these departments
- Lead department meetings in collaboration with Leads and managers



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- Policy development, implementation, and evaluation for departments led
- Provide project management for all nursing departments, i.e. timeline creation, progress meetings, and facilitate PDSA cycles for new initiatives
- Assist DON in operationalizing larger strategic visions across all nursing departments
- Anticipate needs of front-line staff, Leads, and support staff when managing change
- Proactive analysis of departmental needs by staying abreast of current nursing trends in value-based environment and understanding provider workflows and where nursing support could be beneficial
- Promote and model continuous self-development and professional growth to maintain knowledge of healthcare trends and practices

Physical/Mental Demands and Work Environment:

- Use of personal vehicle. Vehicle must be reliable and have proof of insurance. Employee must have a valid driver's license.
- HIPAA compliant home office environment
- Contact with staff and physicians.
- Frequent contact with patients in a variety of care settings.
- Potential exposure to communicable diseases.

The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.