



# Genevive

## Job Description: Director of Nursing

**Job Title:** Director of Nursing

**Department:** Nursing

**Position Summary:** The Director of Nursing will lead and develop the nursing, care coordination, and clinical support teams. This position will form a strong partnership with the CEO, CMO, and Executive Leadership team to create and maintain staffing, policy, facility partnership, and financial goals. The Director of Nursing will utilize clinical data to develop strategic departmental goals in line with Genevive's overall mission in a cost effective and patient centered manner. This position requires excellent leadership, communication, and organizational skills.

**Supervision Received:** CEO

**Supervision Exercised:** Assistant Director of Nursing, Population Health Manager, Clinical Coordinator Manager, Quality and Compliance Manager, MSHO Supervisors, Anti-Coagulation Staff, Triage Staff, and Updox Staff

**Hours per Pay Period:** 80 hrs

**Classification:**

Full-Time

Exempt

Part-Time

Non-Exempt

### Education/Qualifications:

- Registered Nurse
- Bachelor's degree, could be BSN or other four year degree
- Five plus years healthcare management experience, preferably in senior housing facility management or geriatrics
- Excellent leadership, communication, and organizational skills
- Proficient in departmental budgeting and financial reporting
- Understanding of Medicare/Medicaid regulations
- Broad understanding of clinical data analytics

### Essential Functions:

- Lead and develop all nursing, care coordination, and clinical support personnel including, Care Coordination, Home Visit, Clinical Coordinators, Clinical Liaisons, Anti-coagulation Services, Triage, and Population Health staff.
- Develop, maintain, implement, and communicate nursing and clinical support policies in line with current standards of nursing practice and Genevive's greater strategic plan while maintaining compliance with state and federal laws and regulations.
- Oversee the evaluation of work performance of all nursing, care coordination, and clinical support personnel.



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- Oversee and assist with hiring and performance management of nursing, care coordination, and clinical support staff.
- Serve as the nursing expert on the Executive Leadership team.
- Review, interpret, and synthesize clinical data in a meaningful and useful manner to guide strategic and care related decisions.
- Create and provide nursing and clinical support training/education as needed.
- Collaborate with CMO and Clinical Director to create, implement, and maintain new models of care as company-wide strategic vision evolves.
- Collaborate with executive team on companywide strategic planning.
- Participate in professional development activities to maintain knowledge of health care trends and practices.
- Maintain up-to-date knowledge of clinical and payer regulations and practices.
- Attend and participate in clinical, managerial, and stakeholder meetings as needed.
- Collaborate with CMO to create clinical staffing models that promote safety and cost efficacy.
- Assist with electronic medical record development and training as needed.
- Collaborate with CMO and VP of Finance and Business Operations to implement and maintain clinical department budget.
- Exhibit proactive mindset in all aspects of the positions including development of new nursing department strategies, care models, and day-to-day operations.
- Maintain open communication channels for all nursing staff.

## **Physical/Mental Demands and Work Environment:**

- Requires sitting and standing associated with a normal work environment.
- May view computer screens for long periods of time.
- Performs highly complex and varied tasks requiring independent knowledge and its application to a variety of situations, as well as exercise of independent judgment.
- Must be able to prioritize activities when faced with competing demands.
- Requires the use of office equipment, such as a copiers, computers, tablets, telephones, and fax machines.
- Contact with NH staff, physicians, patients, and families at nursing home may be frequent and interruptive.

*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.*

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_