

UCP of North Texas Job Description

Job Title: Director of Nurses (DON)
Pay Group: Exempt
Reports To: Chief Operating Officer

SUMMARY:

The DON is responsible to the Chief Operating Officer to assist with the nursing needs of the Home and Community Based (HCS) program. The DON will supervise the other nursing staff including LVN and RN positions to ensure health and safety of all HCS consumers. The DON will do back up call for the other RN for the HCS group homes. The DON will monitor to make sure that doctors appointments and being made and carried out. The DON will be evaluated on their Professional Behaviors during each evaluation period. The DON will report directly to the COO.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- 1) The DON will assist in chart audits on an ongoing basis to ensure current doctors orders, current lab notes (where applicable) and nurses notes (where applicable).
- 2) The DON will ensure that all physical assessments along with all medication delegation for all HCS consumers be done at least annually including the HCS group home consumers.
- 3) The DON will practice universal precautions while working with consumers along with other team members to ensure they practice universal precautions.
- 4) The DON will comply with the HCS Consumer Principles for Evidentiary Certification.
- 5) The DON will be on call after hours as needed to ensure the consumers in the HCS group homes medical needs are met. All phone calls should be returned within 30 minutes and 911 calls should be returned immediately.
- 7) The DON will maintain current certification to assist LVN's in teaching CPR and First Aid to agency staff.
- 8) The DON will report to the COO give updates as needed to update on all medical issues that occur in the HCS program. All emergency situations will be reported to the COO immediately.
- 9) Attends a minimum of 12 hours of in-service training relative to this job per year. They will earn 20 CEU's in a two year period to maintain current RN licensure. A copy of the CEU's will be maintained in the personnel file. Participate in scheduled department and All Staff meetings.
- 10) Demonstrates knowledge and use of all learned information during the training videos during orientation (Confidentiality, Abuse and Neglect, Universal Precautions, Safety and Accident Prevention, and Infection Control)
- 11) Must be able to accommodate families in meeting times which could require late afternoon, night or even weekends at times.

SUPERVISORY RESPONSIBILITIES: LVN's and RN

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Applicant must not possess a criminal record.

EDUCATION and/or EXPERIENCE: Must be currently licensed by the Texas State Board of Nursing. One year experience in home health. One year experience working with people with disabilities. Must have working knowledge of accepted home health nursing procedures for individuals with disabilities. Instructor certification in CPR and First Aid is required. Must be familiar or willing to learn HCS regulations. Must have be a cohesive part of the team building skills in order to effectively work with others to provide quality services. Must exhibit good relationship building skills with consumers and their families. Nursing liability insurance preferred.

LANGUAGE SKILLS: Ability to read and interpret documents such as medical reports and standards. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization. Bilingual a plus.

MATHEMATICAL SKILLS: Ability to perform basic math skills as they relate to the job.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS: Current TX RN license, TX driver's license, liability insurance, dependable transportation and recent TB test required.

PHYSICAL DEMANDS: The physical 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 functions.

Must have good health in order to maintain an acceptable attendance record as established by the agency. While performing the duties of this job, the employee is frequently required to stand. The employee is occasionally required to walk; sit; and use hands to finger, handle, or feel. The employee could be asked to assist in lifting consumers to transport in and out of their wheelchair, bed, bath, etc. occasionally lift equipment such as wheelchairs, etc. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have reviewed this job description and understand it:

Employee _____ Date _____

Human Resources _____ Date _____