Position: Director of Nursing Services
Organization: Keiro Northwest
Location: Seattle, WA
Starting date: Immediately
Salary: Commensurate with experience
Closing date: Position advertisement is open until filled. First considerations will be given to resumes and cover letters received by 5:00 p.m. Friday, February 10, 2017
Contact: jrivera@keironw.org (Jeannette Rivera, Human Resources Manager, 206.726.6525). Website: keironorthwest.org

The Director of Nursing Services is a key management member of the organization who has 24-hour oversight and is responsible for planning, organizing, directing, staffing and controlling nursing resources and personnel to provide the best possible care for the physical and mental needs of each individual resident for the 150-bed facility.

**Essential Duties and Responsibilities Include**

- Provides clinical care oversight and consultation to ensure provision of quality nursing services that enable residents to attain their highest level of physical and psychosocial well-being.
- Collaborates with Program Managers and Nursing staff to monitor residents’ condition, identify functional changes, providing ongoing assessment and formulate plans of care.
- Implements and provides oversight of quality improvement programs related to nursing services.
- Formulate, monitor and evaluate all nursing related policies, procedures, practices and protocols.
- Provides ongoing assessment and evaluation of medication administration systems/procedures including regular medication review, especially psychotropics, with Nurses, Physicians and Pharmacy Consultant.
- Assures compliance with all state and federal regulations relating to nursing services.
- Formulates and monitors budget to ensure fiscal standards are met or exceeded.
- Manages and provides oversight for:
  - Proper screening, review and placement of all resident applicants.
  - Medical Records Coordinator to ensure accurate health information management and timely MDS/RAI process/information transmission.
  - Staff Development/Infection Control Coordinator to ensure quality and professional staff education/training.
  - Rehabilitation Coordinator to ensure quality resident therapies and restorative intervention.
• Accept administrative authority, responsibility and accountability for the functions, activities and training of the nursing staff.
• Support, promote and interpret facility policies and procedures established by the governing Board.
• Establish and maintain nursing service philosophies, objectives and standard of practice.
• Develop, maintain, review and update departmental policies, procedures and employee job descriptions.
• Recommend to the Administrator the number and levels of nursing personnel to be employed.
• Recruit, hire and maintain sufficient numbers of qualified supervisory and supportive nursing personnel for each tour of duty to ensure the total nursing needs of the residents are met.
• Ensure nursing personnel have valid and current licenses or registrations, including agency and private duty nurses.
• Assign Performance evaluations to appropriate licensed staff.
• Administer progressive employee discipline, including verbal and written warnings, probationary action and suspension. Recommend employee terminations to the Administrator and Human Resources.
• Delegate responsibility to the professional nurses and the nursing staff proportionate to their qualifications and skills.
• Ensure that resident care is properly documented, including the care provided and the resident’s response to that care.
• Ensure accurate and timely administration and disposition of drugs and biologicals. Maintain appropriate records according to the facility’s record retention policy.
• Assist State surveyors during the annual licensing survey process.
• Ensure that an effective Quality Assurance program is in place.
• Continually evaluate the levels of resident care throughout the facility.
• Ensure that the nursing care requirements of new admissions can be met by facility.
• Supervise the purchasing of all supplies and equipment for the nursing department.
• Ensure that an effective infection control program is in place.
• Review and follow-up resident incident reports and all reports of resident abuse.
• Ensure that in-service programs required by regulatory agencies are offered to all employees.
• Ensure that an appropriate Restorative Program is available to meet resident needs.
• Ensure safety practices in the areas of resident care and the physical environment.
• Participate in departmental and staff committee meetings and other meetings as requested by Administrator.
• Assume public relations responsibilities in interacting with residents, visitors, personnel, relatives, physicians and other agencies.
• Coordinate with local schools and colleges in planning clinical experiences for their respective students.
• Assist in research education.
• Maintain professional competency.
• Make unannounced off hour visits to facility.
• Make rounds, meeting new residents and family members to establish rapport and assure that resident needs are being met.
• Perform other duties as assigned by the Administrator.
• Handles all forms of resident Protected Health Information (PHI) in a confidential, private and secure manner.

Keiro Northwest Way Values Required
• Respects the diversity of our people and the variety of thought.
• Strives to assure trust, confidence and peace of mind for our residents, family members, community, staff and others.
• Demonstrates compassion and caring) and sensitivity towards others.
• Strives to enhance the quality of life of our residents.
• Embodies the ideals of “Family caring for family...making every day the best day.”

The Candidate
The ideal candidate will have a Bachelor’s degree, current Washington state RN license, knowledge of Washington state nurse practice laws and Federal guidelines governing long term care; experience or training in post-acute/geriatric nursing practice, demonstrated leadership teaching and public relations skills and three (3) years of experience in a healthcare setting, post-acute/long-term care experience preferred. Experience with the Asian culture is desirable.

Education, Experience and Competencies:
• Bachelor’s degree in nursing, nursing administration, healthcare administration, desired (experience can be substitutes on a year-for-year basis)
• Three years experience in a healthcare setting, post-acute/long-term care experience preferred. DNS experience desired.
• Experience or training in geriatric nursing practice.
• Demonstrated leadership teaching and public relations skills.
• Knowledge of Washington State nurse practice laws/Federal guidelines governing long term care.
• A strong desire to work with older adults and an understanding of the aging process.
• Strong managerial and leadership skills.
• Strong people and teamwork skills.
• Strong computer skills
• Strong customer service skills and ability to relate to residents and staff in a courteous and diplomatic manner.
• Ability to take initiative and self-motivate.
• Ability to develop and manage a budget.
• Ability to communicate clearly both verbally and in writing.
• Ability to effectively present information and respond to questions from groups of managers, residents, family members and coworkers.
• Ability to solve problems and critically think.
• Ability to work flexible hours and shifts.
• Willingness to attend occasional work-related meetings and continuing education programs which may necessitate travel and short absences from home.
• Experience with Japanese and Asian Culture is desirable

**Licenses/certificates**

• Current Washington state RN license.

**To Apply**

Please submit a cover letter and resume to Jeannette Rivera at jrivera@keironw.org by Friday, February 10, 2017 for first considerations.