ASSISTANT DIRECTOR OF NURSING  
(The Rohr Home)

Must have the physical, developmental and mental ability to perform job tasks, work efforts, responsibilities and duties of the job illustrated below:

MAJOR FUNCTIONS

Responsible for the day-to-day nursing care of the Rohr Home residents. Assesses, plans, implements and evaluates the nursing staff and resident care of the Rohr Home to provide quality care according to accepted standards. Coordinates medical staff visits with each resident and makes rounds with physicians. Works closely with the Director of Nursing and assists in various projects and department responsibilities including the Risk Management / Quality Improvement Committee, and marketing the Rohr Home in the community.

ILLUSTRATIVE DUTIES

Assists with the planning, development, implementation and administration of the standards of practice and care for the Rohr Home Nursing Department. Responsible for assisting in directing and ensuring compliance with all regulatory agencies and accrediting bodies for the Rohr Home Nursing Department and the Medical Staff. Responsible for assisting in the direction and operation of the Rohr Home Nursing Department within budgetary guidelines. Responsible for serving on various Rohr Home committees and presenting relevant information to these committees in the form of reports, presentations and proposals. Responsible for overseeing resident weights and reporting significant gain or loss to the physician. Responsible for ensuring that each resident receives timely medical visits and making rounds with the medical director and other attending physicians as indicated. Serves as a liaison between the community and the Rohr Home, marketing the Rohr Home in the community and overseeing the admission process. Assumes the role of MDS/Care Plan Coordinator in the absence of the MDS/Care Plan Coordinator.

Responsible for maintaining and demonstrating competency in direct care of residents in Adult and Geriatric Age categories. Fosters a professional, healthy environment and an atmosphere of positive employee morale. Performs related duties as required.

KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of state, federal and quality improvement regulations and requirements. Must have thorough knowledge of nursing principles and standards, knowledge and skill in techniques of good resident care and adequate technical vocabulary. Ability to maintain safe department and work areas in line with established safety policies and the image desired for the organization. Ability to follow all Rohr Home policies and procedures. Ability to follow proper Universal Precautions and Infection Control Techniques per policy.
ASSISTANT DIRECTOR OF NURSING  
(The Rohr Home)  
(Continued)

KNOWLEDGE, ABILITIES AND SKILLS (continued)

Ability to make independent decisions when circumstances warrant such actions. Ability to present him/herself in a professional manner and represent the organization in a professional manner. Ability to display a positive guest relations attitude. Must possess the ability to work harmoniously within the department as well as work independently.

Ability to attend Continuing Education Programs, and required in-services to promote self growth, meet all regulatory requirements and to stay current on healthcare issues.

Must be able to move intermittently throughout the workday, walk long distances and stand on feet for long periods. Must possess sight/hearing senses or use prosthetics which would enable these senses to function at a normal level so that the requirements of the position can be met. Must be able to read, write and speak the English language in an understandable manner. Must be able to help lift, move or maneuver residents, equipment and supplies. Must have skills in leadership, creativity, integrity, initiative, communication and teaching skills.

MINIMUM QUALIFICATIONS

Graduate of an accredited School of Nursing and possess a current license as a registered nurse with the Florida State Board of Nursing and have one (1) year of nursing experience in a long term care facility.

Must possess a valid driver’s license and be able to secure a valid Florida driver’s license at the time of employment.

A comparable amount of training and experience may be substituted for the minimum qualifications with the exception of the required licensure as a registered nurse.

SPECIAL REQUIREMENTS

Must be willing to work beyond normal hours and on weekends and holidays when necessary. May be exposed to infectious diseases including exposure to HIV and Hepatitis B viruses.

All new Rohr Home employees must undergo Level 2 (FDLE) screening submitted electronically before commencing work and every 5 years thereafter and attest, upon hiring, that they meet the requirements for employment and agree to inform the employer immediately if arrested for any disqualifying offense.
SPECIAL REQUIREMENTS (continued)

New employees, who have worked for another health care facility, may obtain background screening information from their previous employer to satisfy the new requirements. Persons who have been screened and qualified as required by Section 435 and who have not been unemployed for more than 90 days thereafter, and who under penalty of perjury, attest to not having been convicted of a disqualifying offense since the completion of such screening, shall not have to be re-screened.

This position may be required to report for work when a declaration of emergency has been declared in Polk County.

SPECIAL PREFERENCE

Prefer applicants with supervisory experience in a long term care facility.