



St. Francis Convent – Job Posting



Position: Director of Nursing

We are seeking a dedicated and experienced Director of Nursing to lead our nursing team in providing exceptional care to our residents. The ideal candidate will have long-term care experience. This role is ideal for a compassionate, organized nurse with strong leadership skills. If you are looking for an exciting career opportunity where you'll have the chance to truly make a difference in the lives of others, then we are the perfect fit for you!

We promote the Franciscan Values that are integral to the Mission of the Sisters of St. Francis of Assisi, namely, building a caring community, showing compassion, peacemaking and reverencing all creation.

Position Summary: Oversees the day-to-day services related to the health and wellness of residents of Franciscan Shore and advocates and promotes a person-directed care approach for all residents and ensures through policies and procedures the dignified and respectful treatment of all residents in alignment with Franciscan Shore's Mission and Values. Additionally, the Director of Nursing provides leadership for all nursing staff team and serves as a role model by demonstrating agility, compassion, and respect for all.

Requirements:

Education and/or Experience: A minimum of an associate degree in nursing. Must also have 2 years of Long-Term experience. Additionally, must have a current RN license in the State of Wisconsin.

Skills/Knowledge/Abilities:

- Demonstrated strong leadership skills and abilities: Dependable, responsible, compassionate, intuitive, approachable, patient, empathetic, active listener, positive, flexible, ability to communicate effectively to all staff in a professional manner, and ability to teach and mentor others.
- Comprehensive knowledge of nursing theories, procedures, and practices within the scope of nursing practice.
- Considerable knowledge of the Bill of Resident Rights, CBRF and/or RCAC regulations, and confidentiality requirements as required.
- Knowledge of safe work practices and procedures, including fire safety, first aid, blood borne pathogens, etc.
- Ability to communicate effectively, orally and in writing.
- Ability to understand and apply federal, state, and local laws and regulations.
- Ability to gather, analyze, and evaluate data and make comprehensive recommendations and reports.
- Ability to plan, organize, assign, supervise, and review the work of others.
- Successful in establishing and maintaining effective public and working relationships.
- Ability to exercise judgment and discretion in matters and in the application and interpretation of company policies and procedures.
- Ability to relate, function, and react appropriately in a variety of situations and respond to a diverse population of residents, families, and staff.
- Ability to respond appropriately to resident's and sisters physical and emotional needs and condition in varied settings and situations.
- Ability to multitask and handle stress in an effective manner.
- Ability to use independent judgment and make informed decisions.
- Ability to write routine reports and correspondence and to respond to common inquiries from appropriate people.
- Ability to effectively present information to groups of people involved in the care of the sisters.
- Basic computer skills.

- Ability to read, analyze, and interpret common scientific and technical journals, medical reports, financial reports, and legal documents. Ability to respond to common inquiries or complaints from sisters, residents, and family members.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- A valid driver's license.

Responsibilities:

1. Empowers licensed nurses to supervise, direct, and motivate staff within their oversight.
2. Provides the highest leadership in the nursing department.
3. Maintains a safe living and work environment in collaboration with other departments.
4. Organizes and provides training and education to care staff on an ongoing basis with classroom in-services and situation-specific training. This includes training all nursing staff on medication administration to that all nursing staff are universal workers.
5. Collaborates with persons involved with the health care of residents and Sisters, which may include the Nurse Supervisors, various disciplines from Community Care, Inc., physicians/providers, social workers, Leadership Team, Sister coordinators, and other relevant agencies to provide continuity of care and oversight.
6. Develop policies, procedures, and resources/tools to promote best practice to achieve quality care to residents and sisters.
7. Communicates to staff, residents and sisters of infectious disease outbreaks and provides guidance on preventative measures. In addition, is responsible for implementing infection control practices as needed.
8. Updates ISPs (Individual Service Plans) on an ongoing basis and communicates changes to interdisciplinary team, physicians/providers, residents, families, and nursing team members.
9. Visits with potential residents to conduct move-in assessments.
10. Conducts pre-admission assessments and paperwork to determine level of care.
11. Initiates person-directed plans of care for new residents.
12. Conducts care plan meetings with residents and family members or parties involved.
13. Assists with leading monthly nurses' meetings between St. Francis Convent and Community Care.
14. Serves an active role in Infection Control Meetings.
15. Serves as a member of the weekly Franciscan Shore Meetings.
16. Ensures all confidentiality and privacy rights of residents and sisters are observed and enforced.
17. Makes rounds to assess the quality of resident care and staff compliance.
18. Ensures that all nursing units are staffed according to residents' acuity and needs.
19. Works collaboratively with the Executive Director.
20. Works with the Congregation's Health and Wellness Coordinator to ensure quality care of sisters that live outside of Franciscan Shore.
21. Assists the Executive Director with defining the roles and responsibilities of nursing staff.
22. Orientates new nursing staff.
23. Assists with survey readiness.
24. In collaboration with the Executive Director, directly supervises employees in the Nursing staff. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding, coaching, and disciplining employees; addressing complaints and resolving problems.
25. Submits data and belongs to Leading Age Echelon Program.
26. Participate in the organization's safety and quality committee.

Details:

Shift: 1st shift, Full-time, 40 hours per week (may need to work more depending on the needs of the Department).

Salary: \$95,000-\$108,000