



MESCALERO CARE CENTER

Position Description

Position Title: Director of Nursing
Department: Mescalero Care Center
Employment Status: Exempt
Grade: E5

****OPEN UNTIL FILLED****

Job Summary

This position is responsible for the overall supervision and management of the nursing department. This position works closely with all disciplines and will serve in the absence of the Director of Nursing. This position will rotate on call rotation with the Assistant Director of Nursing.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

Duties and Responsibilities

- Will ensure that all systems related to nursing are functional and meet the care needs of the residents (documentation, pharmacy, orders, MARS/TARS, wound care, etc)
- Responsible for ensuring that all safety, and compliance rules and regulations are being met related to state, federal and tribal regulations.
- Reviews all orders and ensures follow up is provided
- Will act as a liaison between physicians and families
- Works closely with all disciplines and serves in the absence of the Director of Nursing.
- Will be a part of the on-call rotation with the Assistant Director of Nursing.
- Responsible for scheduling.
- Must be willing to cover all shifts if necessary.
- Must lead by example and with a positive attitude.
- Perform other duties as assigned.

Minimum Qualifications

- Current New Mexico State Licensure. Graduate of a 2 year or 4 year accredited nursing program.
- Minimum of 3 years of Long Term Care experience and management. Very clear understanding of both state and federal regulations for long term care and assisted living facilities. Very clear understanding of managing systems, the survey process and the person centered model of care for the residents
- Strong clinical judgment, ability to meet strict deadlines and work independently, ability to train/coach for desired outcomes, ability to hold others accountable to drive both clinical/procedural outcomes.
- Excellent computer and communication skills.
- Must successfully pass a pre-employment drug/alcohol screen and background investigation.

Tribal preference and Native American Indian preference shall apply to all positions.

Knowledge, Skills and Abilities

- Skills associated with RN licensure
- Long Term Care survey process for the New Mexico Department of Health and CMS
- Ability to speak English and use of proper spelling/grammar. Speaking Apache would be desirable.

- Ability to maintain confidentiality.
- Ability to handle multiple tasks and meet deadlines.
- Ability to work independently and meet strict time lines. Be flexible and have the ability to respond to emergencies
- Ability to train, coach and ensure compliance to clinical policy and procedure
- Ability to foster team work. Have an open door policy
- This position does take call

Physical Demands

While performing the duties of this job, the employee regularly is required to walk; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The employee occasionally is required to sit and stand; and walk. The employee must occasionally lift and/or move up to 75 pounds.

Work Environment

Work is generally performed in the Care Facility or on the grounds of the facility. There may be on occasion a time functions may be in the community. Exposure to natural weather conditions and various dusts and mists may occur while performing outdoor duties. Standing and walking may be on uneven surfaces or unstable ground. Evening, weekend, and/or holiday work may be required. Travel within and outside of the reservation area may be required.