



JOB DESCRIPTION

Job Title: Assistant Director of Nursing

Department: Resident Services Administration

MISSION STATEMENT

*As partners in ministry, we commit to further
the mission of the Sisters of the Holy Cross.
We strive for excellence in all we do
while using our resources wisely.
We are called to live and minister in right
relationships as we witness to gospel values
and build just and caring communities.*

CORE VALUES

Respect:

Recognizes the dignity, value and uniqueness
of each person as created and loved by God.

Hospitality:

Welcomes strangers, guests and partners in
ministry with kindness and consideration.

Compassion:

Compels us to stand with and embrace others
in their suffering, that together we may
experience God's liberating and healing presence.

Service:

Works with and for others by sharing our gifts and
talents to accomplish the mission.

The Vision of Person Directed Living:

The Sisters of the Holy Cross provide residential living where the mission and core values of the Congregation and the philosophy of person directed living is fostered. Small communities encourage sisters to express their spiritual, emotional and physical needs without judgement. Sisters are supported in making individual choices about their daily routine and services they wish to receive. Building on the strengths of each individual, diversity and differences are celebrated and through validation, creative and innovative solutions are possible.

Qualities/Characteristics:

1. Knowledgeable of person directed living – assures therapy staff understand the vision of person directed living.
2. Takes a creative and innovative approach to problem-solving. Is a continuous learner.
3. Expresses encouragement and optimism.

4. Self-aware – knowledgeable of one’s values, personality, needs, habits, emotions, strengths and weaknesses. Open to feedback.
5. Treats others as partners, encouraging their input and trusting them to carry out their assignments.
6. Provides resources, training, authority and support necessary for staff to carry out solutions.
7. Identifies individuals’ strengths, abilities, and challenges. Cares deeply about the people they serve, both sisters and staff.

Main Function:

Assists the Director of Health Care in planning, organizing, developing and directing the functions of the Health Care Department.

ESSENTIAL FUNCTIONS

1. Assists the Director of Health Care in assuring that patient care is safely and appropriately provided on all floors and on all shifts.
2. Provides direct nursing care as necessary.
3. Develops work assignments and schedules and approves requests for time off for day and night shifts.
4. Approves and monitors assignments and schedules for evening shift. Ensures that a sufficient number of nurses and companions are scheduled to meet the health care needs of the sisters and that quality care is maintained.
5. Assists the Director in determining the overall staffing needs of the Health Care Department.
6. Monitors attendance and punctuality and administers appropriate and timely disciplinary actions related to these issues.
7. Leads the care planning process. Assists nurses in selecting the sister, planning the meeting, identifying appropriate participants for the meeting, running the meeting and following up on recommendations from the meeting.
8. Periodically reviews the department’s policies and procedures manual, job descriptions, etc., to ensure all are current and reflect current practice.
9. Participates in on-call rotation.
10. Maintains attendance and observes working hours, starting time, lunch period, breaks, quitting time, etc.
11. Complies with work rules, regulations, and instructions, follows established systems and procedures, completes assignments with minimal supervision.

MINIMUM QUALIFICATIONS

Education

Bachelor’s degree preferred. Current Indiana RN license required.

Experience

Five years clinical experience that includes work with an elderly population and three years of long-term care experience. Minimum 3 years supervisory or management experience.

Supervision

Non-exempt and exempt employees where errors may be difficult to detect.

Budget Responsibility

Not required.

Other Acknowledgements:

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The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all of the job related duties, responsibilities, or activities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.