



## **JOB DESCRIPTION**

**Job Title:** Clinical Nurse Manager  
**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:**

Leads nurses serving the Sisters. Plans, organizes, develops and directs the overall clinical operations serving the Sisters and staff. Responsible 24-7 for the provision of nursing services to Sisters in attached convents. The Clinical Nurse Manager is clinically responsible to the Nurse Practitioner.

**ESSENTIAL FUNCTIONS**

1. Assists in assuring that the Sisters of the Holy Cross Mission is carried out in all department activities.
2. Applies evidenced based health care practices and standards.
3. Oversee and assure a high quality of nursing care is provided to the Sisters.
4. Review patient data to measure effectiveness of care.
5. Develop, implement, and evaluate programs and services to ensure up-to-date best practices are provided to the Sisters.
6. Ensures productive and supportive work environment.
7. Communicates all appropriate information to those who need to know.
8. Direct, organize, lead, and supervise department managers and/or supervisors and/or other employees.
9. Interviews and makes recommendations to hire prospective employees.
10. Assures on-going professional development is regularly available. Provides or arranges job skill education for department employees.
11. Conducts performance appraisals within appropriate time frame.
12. Develops and maintains department position descriptions in conjunction with Human Resources.
13. Develops, implements, and oversees annual department goals and objectives.
14. Works with Division Director of Resident Services to develop a yearly divisional budget and operates services within that budget.
15. Assures that department operation reflects good stewardship.
16. Maintains appropriate records. Audits charts to ensure information entered is accurate, timely, in compliance with expected standards of care.

**Job Specific Responsibilities**

1. Assures that patient care is safely and appropriately provided on all floors and on all shifts. Provides direct nursing care as necessary.
2. Assures that staffing patterns are clinically and fiscally appropriate on all floors and all shifts. Develops work schedules, approves requests for time off and monitors absences.
3. Assures that employees are counseled in a fair and timely manner regarding work performance and absenteeism issues.
4. Manages Health Care Services within budget. Anticipates variances to the budget and takes appropriate action to deal with those variances.
5. Develops, updates and enforces written policies and procedures (including the Nursing Procedure Manual) that govern the day-to-day functions of Health Care Services.
6. Maintains effective communication with staff on all shifts.

7. Assures Health Care Services nursing team members are well oriented to their jobs and receive ongoing in-service education and staff development. Fosters growth and development of leadership skills in nursing staff.
8. Assures the development of a comprehensive quality improvement plan for Health Care Services.

## **MINIMUM QUALIFICATIONS**

### **Education**

Bachelor's degree required. Masters degree highly preferred. Must possess and maintain a current Indiana RN license.

### **Experience**

Eight years clinical experience that includes work with an elderly population including at least three years of long-term care experience. Minimum of three years supervisor/management experience. \

### **Supervision**

Must have supervisory experience working with non-exempt and exempt employees.

### **Budgeting**

Responsible for projecting, managing and monitoring department budget. Has authority to sign off on approved budget items within the department.

### **Hazards or Fatigue**

Exposure to hazards and fatigue are present intermittently. Employee may be subject to severe strains, sprains and backaches. Is exposed to body fluids and infectious wastes.

### **Physical Demands**

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, crouching, reaching, pushing, pulling, lifting, stooping, and grasping. The employee must frequently lift and/or move items over 20 pounds and occasionally exert up to 50 pounds

### **Other Acknowledgements:**

Sisters of the Holy Cross, Inc., is an equal opportunity employer. In order to protect the right to equal employment opportunity, this organization does not discriminate against individuals on the basis of race, color, age, sex, national origin, creed, or qualified individuals with disabilities. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

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.