
KUTZ SENIOR LIVING

ADON Job Description

We are looking for an experienced Assistant Director of Nursing to help organize and oversee the nursing operations of the facility. You will create a collaborative and efficient workplace with attention to quality standards and policies. There, all personnel will be able to do their best in caring for patients. An ADON should have once been a hard-working and compassionate registered nurse who steadily developed their managerial and administrative skills. Being efficient, dedicated, a good listener and a problem-solver is critical to success in this role. The goal is to foster an excellent environment that will support everyone in working to the benefit of community and patients alike.

Responsibilities

- Direct, oversee and evaluate nursing personnel (registered nurses, LPN etc.)
- Guide staffing procedures
- Help set objectives and long-term goals for the nursing department
- Organize and coordinate admission, nursing and patient care procedures
- Develop and enforce policies aiming for regulatory compliance and high quality standards
- Control budgets and monitor expenditures
- Resolve issues and deficiencies when needed
- Manage record-keeping procedures
- Collaborate with other departments and professionals to streamline operations
- Report to upper management

Skills

- Proven experience in a nursing leadership role
- In-depth knowledge of LTC procedures and KPI/KQIs of patient care
- Understanding of basic budgeting and financial reporting
- Knowledge of regulations and best practices in healthcare
- Willingness to keep abreast of changing standards in nursing administration
- Excellent ability to lead and develop personnel
- Great communication and people skills
- Outstanding organizational and stress management skills
- Aptitude in problem-solving
- Degree in nursing from an accredited school
- Valid nursing license and CPR certification

<https://www.indeed.com/job/assistant-director-nursing-46348b4ecdc1599e>

-or-

Email your resume to Nicole Cady ncady@kutzseniorliving.org