



73 River Street, Woodstock, VT 05091

Job Title: Director of Nursing

Education, Training, & experience:

- Graduate of accredited School of Nursing
- Current Licensure by the State Board of Nursing in Vermont.
- Minimum of 2 years of experience with geriatric patients, with varied responsibilities including staff education.
- Demonstrated competency to teach adults (either on years' experience or a degree or certification from an approved program of preparation for teaching adults.

Job Relationships:

- Supervised by the Executive Director.
- Supervise educate and delegate to Resident Assistants in their role as direct-care givers.
- Advise and educate dietary staff regarding special dietary needs of residents, causes of foodborne illnesses and the importance of keeping the kitchen clean, sanitized and following Safe Serve of VT instructions.

Tools and Equipment:

- State Regulations and Policy & Procedure of the Homestead.
- Resident files, nursing supplies and resident care equipment.
- Workshops, continuing education programs.
- Educational tools and materials for creating and conducting in-services.

Job Responsibilities:

- Available to work 32 hours per week, Monday-Thursday, 7:00 am-3:00 pm (or as negotiated. A Wednesday scheduled off day would be better for The Homestead) and any additional hours to meet the needs of The Homestead.

- Supervises and instructs the staff doing direct care in the proper techniques for medication, treatments and ongoing care. The nurse will delegate nursing tasks as appropriate. This will include but not be limited to, new staff persons and on-going continuing education for existing staff.
- Will create, review, and update procedures involving residents' care.
- Will be required to assist with a complete assessment for a new resident at the times of admission and reassessment of other residents, as needed, who have experienced a change in their condition as documented by staff.
- Maintain a current list for review by staff and physicians of all resident medication.
- Assure that symptoms or signs of illness or accidents are recorded at the time of occurrence, along with action taken in the resident's chart.
- Assure the documentation in the resident's record of any changes in a resident's condition and review all therapeutic diets with dietary staff, as needed, to assure nutritional standards are met and are consistent with physician orders.
- Will keep the Director closely informed as to the health, welfare, and psychosocial needs of the resident.
- Will keep abreast of Community Care/ Assisted Living Home standards and ensure that The Homestead meets those standards of health requirements as required by The State of Vermont.
- Must be sensitive to the needs of the elderly and work closely with the Director to create, maintain and protect the private homelike atmosphere for residents while observing all HIPPA standards.
- Will assist the Director, and Assistant Director with on call duties on weekends and throughout the week, as assigned.
- Must be available on off time for phone calls from Resident Assistants on duty regarding resident health concerns or medication questions.
- Will be responsible to fill vacant shifts at the desk due to call outs, vacations, etc., either by finding coverage or working the vacant hours. The Executive Director is available to work the Front Desk Monday-Friday, 7:00 am-3:00 pm, if all other options have been exhausted, and it is absolutely necessary.
- Will assist residents with appointments, and transportation as needed.
- Perform other duties as required or assigned by director.

By signing this job description, you are stating that you understand the responsibilities and requirements as Director of Nursing at The Homestead. Your signature is your agreement that you will fulfill this commitment, and abide by the description above.

Signature of Employee: X_____ Date:
X_____

Signature of Executive Director: X _____ Date:
X _____

Updated: 2023