

Job Description

Job Title:

Director of Nursing Services

Reports To:

Executive Director

FLSA Classification:

Exempt.

Creation/Last Revised:

9/2020; 3/2025



Job Summary:

The Director of Nursing Services is responsible for the planning, organization, direction, supervision and evaluation of all nursing departmental activities including implementation of the department's philosophy and goals, FSPA mission and core values, optimal standards for nursing practice and the management and development of nursing personnel. The DON provides leadership and direction in all nursing matters including promotion of relationship centered care.

Job Type: Full-Time

Education & Experience:

- Demonstrated success in a Nursing leadership role working with older populations. Minimum of five years of experience.
- BSN/MSN preferred.

License requirements:

- Current WI RN license
- Must maintain a valid driver's license

Essential Duties:

- Identify with and display a commitment to the mission, philosophy and core values of the Franciscan sisters of Perpetual Adoration.
- Promote the concepts of independent and assisted living using relationship centered care as a basis for decisions.

- **Leadership and Administration**
 - Provide visionary leadership to the nursing department, setting goals and strategies for achieving exceptional sister care.
 - Develop and implement nursing policies, procedures and protocols to ensure compliance with nursing best practices.
 - Manage and allocate nursing resources, including staffing, budgeting and equipment procurement.
 - Collaborate with other departments to drive organizational goals and foster a culture of teamwork and excellence.
 - Responds with sensitivity to people of diverse perspectives, ideas, backgrounds, lifestyles, and ages fostering open communication and respect for all individuals.
- **Clinical Oversight**
 - Ensure that nursing staff deliver high-quality care based on best practices and adhere to established standards and guidelines.
 - Monitor and evaluate outcomes and nursing performance, making necessary improvements.
 - Implement and oversee quality improvement initiatives to enhance sister safety and satisfaction.
 - Stay updated on advances in nursing practices and technology to facilitate evidence-based care.
- **Staff Development**
 - Collaborate with HR to recruit, hire and train staff. Mentors and fosters professional growth and development of nursing staff.
 - Conduct regular performance evaluations and provide constructive feedback to ensure a competent and motivated nursing team.
 - Promote ongoing education and certification for nursing staff to maintain and enhance skills.
 - Ensure diversity, equity and inclusion standards, in line with FSPA mission and values, are implemented in all aspects of leadership.
- **Advocacy and Communication**
 - Serve as an advocate for sisters, addressing their needs and concerns.
 - Communicate effectively with the Sisters' Community Coordinator, Executive Director, sisters and their families as requested, providing information and support.
 - Collaborate with other departments to coordinate sister care plans and transitions.
- ****Other Duties as Assigned****

Knowledge, Skills, and Abilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to develop strong inter- and intra- department relationships.
- Shows concern and respect for others by dealing with people in a collaborative, compassionate, sensitive, and responsive manner.
- Ability to delegate accountability and authority while coordinating activities.
- Ability to use critical thinking in problem solving to gather information and suggest solutions, to listen and learn from others and analyze situations and make decisions based on facts.
- Exhibits self-awareness, a strong degree of self-regulation, empathy, social skills and motivation to effectively lead and manage the nursing team and navigate complex situations.
- Detail-oriented with excellent organizational skills.
- Demonstrates a positive outlook, genuine respect for sister and employee dignity, and a comfortable demeanor with a wide variety of people internal and external to the organization

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel and talk and hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; and taste and smell. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific correctable vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions and moving mechanical parts.

The noise level is usually moderate to quiet.

Prerequisite: Physical exam, Tuberculosis screening test, Criminal Background Check, Drug Screen

Disclaimer clause

The above statements are intended to describe the general nature and level of work required of the job. They are not meant to be an exhaustive list of all responsibilities, duties and skills required. FSPA reserves the right to change job responsibilities, duties and hours as needed.

I have read and understand the job description. I agree to accept the responsibilities and duties as outlined.

Signature

Date