



JOB NOTICE

APPLICATION PROCEDURES: Send letters of intent and resume to jobs@compassfamily.org; via INDEED, interoffice or mail to Box –DON, Compass Family & Community Services, 535 Marmion Avenue, Youngstown, Ohio 44502.

Department: Residential

Title: Director of Nursing

Salary \$: Full time with comprehensive benefits and leave package.

Shift: Mainly dayshift but may include evenings or weekends based on agency needs.

JOB DUTIES

ADMINISTRATIVE AND SUPERVISORY DUTIES

In collaboration with the Residential Services Director, will:

- Provide clinical guidance to nurses and medical assistants related to direct client care as well as service documentation, via regularly scheduled supervisory interactions.
- Review and sign and/or approve clinical documentation of nurses and NPs.
- Facilitate the completion of supervisory/peer reviews for nurses.
- Coordinate with the Residential Services Director to review and analyze data related to clinical documentation and supervisory reviews.
- In collaboration with director, supervise the implementation of all nursing policies and procedure
- Facilitate the ongoing review and revision of nursing policies and procedures (pharm mgt., medical, clinical documentation).
- Coordinate and facilitate ongoing Pharmacological Management Committee Meetings.
- Provide ongoing Medication and EMAR training to all required staff.
- Act as liaison and point-of-contact between COMPASS and Hometown Pharmacy
- Using data from the aforementioned documentation/supervisory reviews, assist director/program managers making decisions related to the performance improvement process, as well as corrective actions of nurses, when necessary
- Supervise and implement consistent medical services throughout the organization, serve as the liaison between the nurse practitioners and medical director as well as ensuring nurse practitioners have files reviewed for their standard care agreements. Providing group services in the residential facilities as well as serving as a back-up for other nursing services when critically needed.

DIRECT SERVICE

- Provide coverage for residential nursing when needed.
- Coordinate with Residential Program Managers to provide Nursing Group where applicable.
- Spontaneous interactions and activities.
- Documentation is complete, timely, clinically accurate and substantive.
- Shares on call duties with other full time clinical staff for which additional compensation is received.
- Respond to crises 24 hours per day, seven days per week as part of established on-call procedures and may require evenings, weekends and holidays based on program needs.

QUALIFICATIONS FOR JOB

Education/Experience: A minimum of a Bachelor of Science with a Registered Nursing license is required. Must have four years related experience, preferably in residential treatment with emphasis on adults with severe and persistent mental illness and co-occurring conditions, counseling/case management and/or community resource linkages. At least three years of supervisory experience with demonstrated ability to provide individual and group supervision. Must be able to provide coverage and to respond to emergencies on an on-call basis. Proficient in computer skills and familiarity with use of electronic health records. The Program Manager must also be able to provide direct service in counseling and psychotherapy, or nursing services, in addition to supervisory duties. Must be competent in drawing blood.

Technology: Experience in Electronic Medical Records systems is preferred; Advanced knowledge of Microsoft Office products.

Miscellaneous requirements: Criminal background check; Pre-employment drug screen; If applicable to the position requirements: Clear driving record; TB test, Mini-Physical and First Aid/CPR. Must meet COMPASS automobile liability insurance carrier guidelines to be insurable under the COMPASS policy. **Note:** COMPASS clients should be transported using a COMPASS vehicle, if a COMPASS vehicle is not available then the staff member is responsible to verify that they maintain adequate coverage through their personal carrier. If a COMPASS vehicle is not available, then the staff member is responsible to verify that they maintain coverage through their personal carrier for business related travel, including the transporting of clients, and must provide proof of coverage to COMPASS prior to transporting any COMPASS clients.

Interpersonal/ Human Relations Skills: Emotional stability, team builder, creative, innovator, good planning and organization skills; demonstrates strong communication skills and responds appropriately to spontaneous situations.

Exempt: Not eligible for over time

AN EQUAL OPPORTUNITY EMPLOYER - SERVICE PROVIDED THROUGH AFFIRMATIVE ACTION
EOE-M/F/H including persons with disabilities and veterans