

## ASSISTANT DIRECTOR OF NURSING – GLENDALE HOME

Schenectady County's Glendale Nursing Home is accepting applications for an Assistant Director of Nursing.

This is an opportunity to work in a beautiful, state of the art facility while taking advantage of exceptional County Employee benefits including NY State Retirement, high quality Health, Dental and Vision Insurance at very reasonable rates, generous sick and vacation time, plus 14 paid holidays, gym reimbursement and more!

The position involves the responsibility for assisting the Director of Nursing in planning, overseeing and administering professional nursing activities and direct care staff.

The incumbent will assist the Director of Nursing Services in planning, developing organizing, implementing, evaluation, and directing the day-to-day functions of the nursing service department, in accordance with current rules, regulations, and guidelines that govern the long-term care facility.

Typical work activities include:

- Participate in developing, maintaining and updating our written policies and procedures that govern the day-to-day functions of the nursing service department
- Service as a resource to nursing staff; coordinates response to emergency situations; functions as a member of the Nursing Department and Nursing Management Group.
- Make written and oral reports/recommendations to the Director as necessary/required, concerning the operation of the nursing service department.
- Make recommendations for revisions of policies, procedures, etc., to the Director of Nursing Services.
- Assist in developing methods for coordinating nursing services with other resident services to ensure the continuity of care.
- Participate in the development, maintenance, and implementation of the facility's quality assurance program for the nursing services department.
- Perform administrative duties such as completing medical forms, reports, evaluations, studies, charting, etc., as necessary.
- May assess the needs of new residents and inform staff of new resident arrivals.
- Assist the direct care staff with the coordination and planning for nursing care.
- Make daily resident visits to observe and evaluate resident's physical and emotional status and revise care plan accordingly.
- Interact with medical staff, nursing staff, resident, family members and other visitors regarding resident condition.
- Ensure that resident care is provided according to the care plan in a dignified and respectful manner.
- Make daily unit rounds to determine unit functioning and evaluate needs and concerns.

- Assist and provide support to the clinical managers in monitoring completeness and appropriateness of nursing staff documentation.
- Assist the nursing department in dealing with resident/family concerns promptly.

MINIMUM QUALIFICATIONS:.

- (A) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's or higher level degree in Nursing and three (3) years of experience working in a long term care facility of which two (2) years shall have been as a Registered Nurse in a supervisory position; OR
- (B) Graduation from an approved three year school of professional nursing or an accredited New York State registered two year college with an Associate's Degree in Nursing and five (5) years of experience working in a long term care facility of which two (2) years shall have been as a Registered Nurse in a supervisory position.

NOTE: The incumbent must continue to be a registered nurse throughout employment.