Title: Director of Nursing  
Department: Medical Department  
Reports To: Chief Medical Officer  
Directs: Certified Medical Assistants\Medical Assistants\LVNs\LVN Supervisors  
EEOC: Professional  
FLSA Status: Exempt  
Salary Range: Competitive Salary Offered

Summary: The Director of Nursing, working collaboratively within a multidisciplinary health team, is responsible for overseeing all nursing functions and supervises the staff involved in providing nursing and case management services. The Director of Nursing works closely with the Chief Medical Officer and other members of the Executive Management Team to assure excellence in the quality of services the clinics provide.

Nursing Manager Responsibilities:

1) Staff Oversight, Development and Management
   - Assist and support in all human resources functions for nursing and ancillary service including hiring, terminations, and disciplinary action; maintains appropriate documentation and ensures compliance with all ChapCare policies and requirements;
   - Ensures that staffing levels and coverage are adequate to meet patient care and regulatory requirements;
   - Assumes managerial duties for performance evaluations and maintains systems to provide regular feedback and evaluation for employees;
   - Works closely with supervisors and other ChapCare Managers to maintain positive patient care atmosphere in Health Center;
   - Develop and implement staff training and development programs to meet continuing education, contractual requirements, to further knowledge of medical care and working in team environment.

2) Program Planning and Management
   - Develops and implements policies and procedures for the medical program as needed
   - Assist the Chief Care Officer to provide overall direction and guidance for nursing and laboratory programs in ChapCare Health Centers;
   - Works closely with senior management team and other ChapCare managers, as appropriate, to ensure that nursing program and ancillary meet patient care and regulatory requirements;
   - Oversees and controls supplies that directly impact patient care (e.g., ordering and charging of stock medications, medical supplies and patient care equipment and/or supplies);

3) Quality Management
   - Assist and ensures that quality management direction and oversight for nursing and ancillary activities in all ChapCare Health Centers and other ChapCare areas as appropriate;
   - Actively participates in Quality Management Committee (QMC) and ensures that regular monitors are conducted and reported on;
   - Leads and/or participates in various special projects teams to address areas of concern;

4) Clinical Compliance
   - Assures that nursing and ancillary staff practice within their individual scopes of practice.
   - Participates in Nursing Unit Level P&P Committee, maintaining current P&P for nursing and lab programs and ensures that they comply with all regulatory and contract requirements;
   - Participates in or conducts regular meetings with staff to ensure full understanding and buy-in for all Policy & Procedure (P&P);
   - Participates as needed in all program, licensure and other external audits and in the preparation of Corrective Action Plans (CAP);
Education and Experience Requirements:
- Current California Registered Nurse License
- Master’s Degree, graduate of NLN accredited school
- 5+ years administrative and clinical nursing/medical experience
- Current CPR certification
- Experience in community clinic and outreach programs.
- Experience supervising staff and with performance evaluation
- Experience implementing public health programs
- Knowledge of regulations governing community clinics
- Experience developing policies and procedures for community clinics
- Good interpersonal skills
- Good mentoring and teaching skills
- Management style must be team oriented
- Ability to interact with individuals within and outside the organization
- Knowledge of Excel, Word, PowerPoint and ability to learn new software applications including but not limited to Medical Information System.
- Valid California “Class 3” Driver’s License and current liability insurance
- Five years of related clinical nursing/medical experience

Special Knowledge, Skills, Abilities:
- Requires excellent analytical, problem-solving, and organizational abilities.
- Good organizational skills and strong positive public relations skills.
- Ability to work with people within and outside department to collaborate with other team members and physicians.
- Organize work priorities with attention to details.
- Must be flexible to handle multiple tasks simultaneously.

Physical Demands/Working Conditions
The physical demands described here are representative of those that must be met by an employee to successfully perform 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 may be required to drive to all ChapCare facilities as needed. The ability to sit for extended periods of time. The employee must occasionally lift and/or move up to 25 pounds.

Travel, generally within the Greater San Gabriel Valley and/or Greater Los Angeles, may be required on an occasional basis.

Acknowledgement of Receipt
I have reviewed this job description and understand that my supervisor can answer any questions I may have about what is expected of me in this position.

________________________________________
Employee Name

________________________________________
Employee Signature               Date