



Director of Healthcare services

Reporting to the Executive Director, the Director of Healthcare services is responsible for supervising the Nursing Department. Responsible for oversight of all Healthcare activities for the individuals Rose-Mary serves. Primary responsibilities include providing excellent customer service and communication supporting the organization in providing exemplary care, equipping staff, exceeding standards of care and being fiscally responsible.

Duties:

1. Direction and Supervision – Directly supervises and provides direction to the Nursing Department. Leads cross collaboration and communication amongst the different disciplines.
2. Compliance & Regulations – Responsible for compliance in all healthcare related areas. Keeps current on all local, state, and federal regulations concerning the healthcare of individuals who receive our services including the maintaining of confidentiality and privacy of individual records. Responsible for infection control, including compliance to OSHA regulations regarding blood-borne pathogens. Reports such activity as need dictates.
3. Communication – Communicates effectively all necessary information concerning the healthcare needs of the individuals' served to the Executive Director. Communicates regularly with contract services such as primary care providers, psychiatrists, neurologists, pharmacies, labs, dentists, podiatrists, etc. to ensure individuals are receiving the highest quality of care. Provides consultation to parents, families, guardians, administration, and staff regarding an individuals' medical needs and conditions, and/or their general overall physical well-being.
4. Interdisciplinary Team Process – Advocates the importance of the interdisciplinary team and the significance of each individual member's contribution to it.
5. Meetings – Attends interdisciplinary team meetings, staff conferences, and planning sessions as need for the purpose of monitoring or evaluating a specific individual's health or current needs. Attends Rose-Mary Senior Management, Administration and Program meetings and keeps management informed of changes in rules/regulations as well as updating all associated policies, procedures, forms and practices.
6. Observation of individuals – Completes informal observations of the individuals to facilitate a better understanding of their healthcare plan and the quality of the implementation.
7. Budget – Monitors spending to remain fiscally responsible with the Nursing department staff and supplies.
8. Hiring – Responsible for hiring, supervising, and training of nursing staff.
9. Professional Growth – Attends seminars for professional growth and participates in field specific committees.
10. Policy and procedure development and implementation – Develops policies, systems, and procedures for healthcare services and ensures implementation of all current and new policies.
11. Training – Trainer of Med Cert classes and continuing education for employees. Develops training topics and presentations as needed.
12. Departmental paperwork – Directly or indirectly assures that all departmental paperwork is completed properly to meet the needs of agency and regulatory bodies.
13. Acts as the second level Nurse on call for reporting of all healthcare issues and provides guidance and support to nurses while ensuring follow-up occurs.

WORK CHARACTERISTICS:

- Strong Knowledge of IDD service system
- Ability to provide effective employee training
- Ability to supervise and motivate others
- Ability to work effectively and efficiently according to strict timelines
- Ability to provide effective employee training
- Strong verbal and written communication skills
- Ability to prioritize workload
- Ability to assess, evaluate, and monitor in all relevant areas

UNUSUAL WORKING CONDITIONS:

- Work will include evenings and weekends
- Assumes on-call responsibilities as second level Nurse on call
- May be exposed to contagious diseases
- May be exposed to aggressive or otherwise challenging individuals

MINIMUM QUALIFICATIONS:

- Must be a Registered Nurse, licensed by the State of Ohio.
- Bachelor's Degree in Nursing or other related field is preferred.
- Minimum of 3 years experience in the field of Intellectual and Developmental Disabilities.
- Previous management experience.
- Required to be available by cell phone at all times.
- Demonstrated ability for self-direction in work
- Valid Ohio Driver's License and proof of automobile insurance
- Must maintain acceptable driving record according to agency policy and agency liability insurance requirements
- Proficiency of Microsoft Office Products – Word, Excel, Power Point, Outlook

The job description is a summary of the Director of Healthcare services primary job responsibilities and is not all inclusive.

Rose-Mary is an Equal Opportunity Employer.