



Director of Nursing

**Last updated:** Aug. 27, 2021

**Reports to:** Executive Director

**The mission of Quiet Oaks Hospice House is to provide high quality, personalized care, comfort, and dignity to our residents and their families in the remaining days of their life together.**

Quiet Oaks seeks a Director of Nursing who is a dynamic, empathic, problem-solver with strong leadership and communication skills who has the ability to empower, influence, and motivate others. Full- or part-time possible based on experience, expertise, skillset, and availability. Candidates are encouraged to submit application materials to express interest and explore work arrangements.

#### **Position Overview:**

The Director of Nursing leads and oversees all direct care (nursing, hospice agency partners, volunteers, pharmacy, medical supply companies, funeral homes, etc.) and contract staff (social workers, chaplains, grief counselors, etc.). The Director of Nursing partners with the Medical Director to coordinate the care of all residents, works with the interdisciplinary team to develop individual care plans, as well as provide or oversee hands-on nursing care in order to maximize the comfort and health of residents and families.

The Director of Nursing serves as part of the Quiet Oaks leadership and works closely with the Executive Director and Medical Director to fulfill the mission of Quiet Oaks and ensure that it remains a thriving community resource.

#### **Responsibilities:**

- Coordinate and oversee all resident nursing care services.
  - Hire, orientate, train and supervise nursing staff.
    - Equip and empower staff to deliver individualized care specific to the needs of each resident and family member.
    - Oversee staffing and scheduling function to ensure quality care standards are met or exceeded; oversee the actual provision of care to ensure residents receive care as identified in their individual care plans.
  - Develop and implement clinical policies and procedures that relate to hospice care and ensure that Quiet Oaks is a leading provider of care for terminally ill residents and their families; demonstrate hospice as a vital service that is loving, peaceful, respectful, dignified and supportive while providing compassionate care to residents and their families.
  - Perpetuate a collaborative culture where staff and volunteers work as a team.



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**Responsibilities (continued):**

- Cover four hours per week, rotating shift, to provide resident care.
- Identify clinical staffing needs and oversee recruitment and onboarding of clinical staff; supervise and oversee training for all direct care staff, coordinate regular performance reviews and create individual performance and growth plans.
- Maintain effective communications with the clinical and administrative leadership in regards to staff, resident, family, and outside agency matters.
- Interpret operational indicators to detect census changes and increases or decreases in volume that could impact staffing levels, revenues, or expenses.
- Participate in admissions with residents and families in collaboration with Executive Director, Medical Director and other staff as needed.
- Oversee the maintenance of resident clinical records, statistics and reports to be used for evaluation, reporting of organization activities and legal compliance.
- Assist with originating and implementing policies and procedures; monitor and ensure compliance with local, state and federal regulations.
- Responsible for the maintenance of adequate and appropriate inventory of supplies and equipment for the provision of resident care.
- Plan and implement in-service and continuing education programs to meet staff education and training needs.
- Assist in the development and execution of organization goals.
- Advocate for and promote hospice referrals within the healthcare and greater communities; participate in community programs to promote organizational growth and understanding of hospice care.
- Evaluate and oversee quality assurance and quality improvement projects.



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**Qualifications:**

- Current license to practice as a Registered Nurse in the State of Minnesota. At least five years' experience as a professional nurse; hospice experience required; BSN and CHPN preferred.
- Experience leading, supervising and mentoring individuals and teams.
- Ability to assess and respond to the needs of patients and families in a variety of settings.
- Ability to support families and loved ones through emotional stress.

**Competencies and Attributes:**

The Director of Nursing at Quiet Oaks is:

- An experienced problem solver with the ability to navigate complex and stressful situations with a calm presence and solutions mindset.
- A curious learner and active teacher; passionate about continuing education and advocacy for healthcare, holistic wellbeing and end of life care.
- Detail oriented and capable of managing conflicting circumstances; able to delegate and rally a team.
- Inwardly sound and others focused; relates to individuals and teams, with the ability to empower, influence and motivate others.