



LUNALILO HOME

Caring for Kūpuna, Preserving a Legacy

JOB ANNOUNCEMENT

DIRECTOR OF NURSING

Lunalilo Home and Adult Day Care offers diverse opportunities for those interested in using their skills and experience to serve *kūpuna* (elders) and to make a difference in the lives of others by providing compassionate, quality care.

Purpose:

The Director of Nursing (DON) is a registered professional and is responsible to and reports to the Executive Director (ED). The DON is a member of the administrative management team and manages the work efforts of the Nursing Services Department. The DON confers and coordinates with all other departments and individuals relative to resident care needs and welfare and licensure. The DON is the State of Hawai'i licensed operator for Lunalilo Home and oversees all clinical aspects of the care provided either by him- or herself, through subordinate supervisors and/or through subordinates.

DUTIES AND RESPONSIBILITIES:

- The DON is designated as the Primary Care Giver (Care Home Operator) for Lunalilo Home
- Regularly reviews and revises policies applicable to the duties and responsibilities of the nursing department including, but not limited to, admissions, nursing, and human resources.
- Develops department reports including, but not limited to, census, trends, quality of care, incidents, and best practices.
- Assesses potential residents for residential care and respite care to meet the qualifications and standards of Lunalilo Home.
- Coordinates resident/respite admissions, transfers, and/or discharges to and from Lunalilo Home to hospital or other treating facilities.
- Ensures compliance with Lunalilo Home's Residents' Care Policies and all statutory and regulatory requirements pertaining to care
- Compliance of all residents' rights and institutes protocols for reporting or correcting violations or abuse. These same standards are to respite care.
- Develops, implements, and oversees nursing care plans for each resident in conjunction with the respective provider's orders and treatments.
- Reviews these orders/plans periodically for appropriateness of levels and quality of care, and institutes interventions as needed.
- Manages the administration of medications and treatments as prescribed, and observes and documents the results. Monitors resident and respite resident health status, consulting with the provider and instituting interventions as needed.
- Consults and coordinates inter- and intra-departmentally to assess and determine how to meet the needs and to deliver a standard of care that meets or exceeds regulatory requirements, is efficient and effective and that satisfies the resident or family.
- Performs necessary supervisory tasks including scheduling of nursing care staff and agency hires when necessary.
- Responsible for orienting and training of licensed or registered nursing personnel, and on-going regular in-service training. Acts as an advocate for departmental staff.
- Ongoing communication with co-workers, subordinate supervisors and subordinates to coordinate efforts and to interact with residents, their families, visitors, and employees.
- The DON is on-call 24 hours a day including weekends and Holidays
- May be required, on occasion or in an emergency, to assume the duties of a floor nurse and/or transport residents to laboratory/provider appointments.

- The DON will be subject to frequent interruption, pressures in meeting shift scheduled deadlines and staffing, exposure to infections, odor and peculiarities in behavior of aged residents, which requires the ability to follow verbal and or written instructions.
- Physical demands require standing, bending, pushing, pulling beds, med-carts, recliners, and wheelchairs, lifting, carrying repositioning and transferring residents in excess of approximately 50 pounds

REQUIRED LICENSES/CERTIFICATIONS:

- Physical Examination clearance and annual clearances thereafter.
- 2-Step TB clearance and annual clearance thereafter
- Current, valid Driver's License
- Current Driver's Abstract
- Current Registered Nurse License, State of Hawaii
- Current BLS
- Current First Aid (may be acquired upon hire)
- State of Hawai'i Care Home Operator License (may be acquired upon hire)

EDUCATION:

- Graduate of an accredited nursing school
- Associate Degree in Nursing (ADN) or equivalent from a two-year college or
- Bachelor of Science in Nursing (BSN) from a four-year college or university

EXPERIENCE:

- A minimum of two years of supervisory or administrative experience ~~and have~~
- Training and/or experience in rehabilitative, geriatric or long-term care nursing concepts preferred
- Must be able to communicate effectively with staff, residents, resident families, and work as part of interdisciplinary team committed to excellence of care.
- The DON must be compassionate and understanding of the elderly and the concerns of their families or guardians.
- The DON should (or must) be compassionate and understanding to the concerns of the resident's family regarding the resident's welfare.
- Knowledge in Hawaiian cultural values as applied to respect and care of the elderly, preferred.

COMPETENCIES

- Exhibits confidence in self and others; inspires and motivates others to perform well. Effectively influences actions and opinions of others. Accepts feedback from others. Gives appropriate recognition to others
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- working knowledge of Microsoft Office including but not limited to Outlook, Word, Excel, Power Point, and/or Access.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Lunalilo Home is an Equal Opportunity Employer and does not discriminate against applicants and especially with regard to race, ethnicity, gender, sexual preference, veteran status, or on the basis of disability or any other federal, state, or locally protected class.

Interested applicants please send resume and reply to this posting addressed to the attention of:

Hau`oli Keawe-Aiko

808-395-1000 x223

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