ELEMENT CARE

TITLE: Manager of Nursing - Clinical        CREATED: 1/6/16
JOB FUNCTION: Clinical Services        FLSA STATUS: Exempt

GENERAL SUMMARY:
The Manager of Nursing functions as a clinical leader within the organization and directly supervises the sites' charge nurses within the designated region. This position provides leadership to the nursing teams and ensures all aspects of patient care meets the established standards.

ESSENTIAL RESPONSIBILITIES:
- Reviews and manages the performance of nursing department in designated region.
- Manages and delivers operational and tactical nursing plans to achieve goals.
- Provides expert knowledge in the areas of nursing operations.
- Recruits, develops and motivates staff. Initiates and communicates a variety of personnel actions including employment, termination, performance reviews, salary reviews and disciplinary actions.
- Ensures designated region is operating at an optimum level of experience, skill, knowledge and capability.
- Collaborates and aligns within the organization to achieve established goals.
- Manages to the budget; controls expenses while meeting operational, financial and service requirements.
- Ensures nursing compliance with regulatory agencies within established region for successful surveys.
- Frequent local travel.
- Performs other duties as required.

JOB SPECIFICATIONS:
- Registered Nurse, Master’s degree preferred
- Current Massachusetts licensure as a Registered Nurse
- Current CPR certification
- 7-10 years progressively responsible experience in a healthcare, elder care or insurance industry.
- 1-3 years of management experience.
- Ability to drive changes; demonstrated results driven approach
- Demonstrated leadership and motivational skills
- Strong communication and interpersonal skills
- Advanced computer skills including Microsoft office