



# Director of Nursing

**Job Code:** DIR - 130  
**Revision Date:** Dec 21, 2018

**Salary Range:**  
\$40.22 - \$65.80 Hourly  
\$3,217.60 - \$5,264.00 Biweekly  
\$83,661.00 - \$136,862.00 Annually

**FLSA:** Exempt

## Overview

We are an agency committed to innovative behavioral health services in trauma-informed care that promote healing and recovery to instill a sense of empowerment and foster a lifelong sense of resilience.

## General Description

The purpose of this job is to coordinate and monitor the total nursing care of Emergence Health Network consumers by identifying health needs, recommending necessary follow up, educating consumer and families and providing leadership through working cooperatively in complex situations with other team personnel while maintaining standards of nursing care/practice in the clinical setting. Implement and create center wide medical policies and procedures which pertain to the nursing department, assumes an advisory role for effective management of all assigned units, demonstrates leadership by assuming responsibility and accountability for actions, demonstrates a commitment to professional nursing practice, adheres to the nursing code of ethics, exhibits self-direction, continued learning, and participates in research activities when possible.

This class works independently, under limited supervision, reporting major activities through periodic meetings.

## Duties and Responsibilities

**The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions related to the type of work of the position as necessary.**

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Maintains divisional functions at compliance level with applicable standards originating from Center (Business, Records, and Personnel) and the State (HHSC, DSHS, and the Federal Level [CMS Standards]).

- Responsible for the implementation and oversight on operations, budget, marketing, business, regulatory, clinical, and patient experience goals under their supervision.
- Provides monitoring and oversight to all Quality Assurance measures.
- Provides leadership and development opportunities for staff.
- Works with other divisions to ensure a seamless delivery of services.
- Promotes, enables and executes continuous improvement activities within the organization.
- Implements basic accounting practices to include Accounts Payable, Accounts Receivable, and Expenditures of the profit center.
- Achieves financial objectives by preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.
- Ensures compliance, regulatory standards and quality of all documentation in accordance to TAC and performance contract
- Maintains nursing guidelines by writing and updating policies and procedures.
- Maintains nursing operations by initiating, coordinating, and enforcing program, operational, and personnel policies and procedures.
- Performs other duties as assigned.

### **Minimum Education and Experience Requirements**

Requires a Bachelor's degree in Nursing supplemented by four (4) years of progressive clinical practice in a Mental Health specialty; or possession of any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities.

Experience with trauma-informed services; cognitive behavioral therapies, including DBT; and motivational therapies including the use of incentives, preferred.

### **Required Knowledge and Abilities**

Knowledge of trauma-informed theories, principals, and practices (includes multi-faceted understanding of concepts such as community trauma, intergenerational and historical trauma, parallel processes, and universal precautions), preferred.

### **Physical Demands**

Performs light to medium work that involves walking or standing virtually all of the time and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis or skill, adeptness and speed in the use of the fingers, hands or limbs on repetitive operation of mechanical or electronic office or shop machines or tools within moderate tolerances or limits of accuracy.

### **Unavoidable Hazards (Work Environment)**

- Involves routine and frequent exposure to:
  - Bright/dim light; Dusts and pollen.
  - Extreme heat and/or cold; Wet or humid conditions.
  - Extreme noise levels, Animals/wildlife.
  - Vibration; Fumes and/or noxious odors.
  - Traffic; Moving machinery.
  - Electrical shock; Heights.
  - Radiation; Disease/pathogens.
  - Toxic/caustic chemicals; Explosives; Violence.
  - Other extreme hazards not listed above.

### **Special Certifications and Licenses**

- Requires License to practice as a Registered Nurse in the state of Texas by the Board of Nurse Examiners.
- Must possess and maintain a valid state Driver's License with an acceptable driving record.
- Must be able to pass a TB, criminal background and drug screen.

### **Americans with Disabilities Act Compliance**

Emergence Health Network is an Equal Opportunity Employer. ADA requires Emergence Health Network to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

### **Other Job Characteristics**

- Staffing requirements, including criteria that staff have diverse disciplinary backgrounds, have necessary State required license and accreditation, and are culturally and linguistically trained to serve the needs of the clinic's patient population.
- Credentialed, certified, and licensed professionals with adequate training in person-centered, family centered, trauma informed, culturally-competent and recovery-oriented care.

**Note:** This Class Description does not constitute an employment agreement between the Emergence Health Network and an employee and is subject to change by the Emergence Health Network as its needs change.