



JOB OPPORTUNITY

Job Title: DNS (Director of Nursing Services)
Reports To: Administrator
Job Location: Seattle, WA
Hours/Schedule: Full time, exempt

JOB DESCRIPTION

Kin On is seeking a full time, exempt, Director of Nursing Services, reporting directly to the Administrator. This position will be responsible for directing and managing nursing staff, developing care teams, and organizing and evaluating the Nursing Department as a whole in order to meet the Kin On mission of care for our senior community members.

ABOUT KIN ON

Kin On is a non-profit organization rooted in the Asian community for more than 30 years. Kin On's mission is to honor, support, and advocates for our Asian elders and families in the Puget Sound region by offering culturally and linguistically appropriate health, social, and educational services.

As an award-winning 24/7 skilled-nursing facility, Kin On Rehab and Care Center is dedicated to offering culturally appropriate long-term and short-term transitional care to Asian seniors. Our Community Care Network provides an array of in-home and support services including: Family Caregiver Support, Home Care, Healthy Living Program and Chronic Care Management Program.

In addressing the unmet needs of the community, Kin On is undergoing a major capital expansion to create an aging-friendly campus to include a Community Center, Assisted Living Facility and Adult Family home (expected completion by Autumn 2018).

ROLE AND RESPONSIBILITIES

The role of the DNS is a strategic lead position which ensures the nursing department is fully staffed, beds occupied and in review as well as being in compliance with all skilled nursing facility (SNF) regulations pertaining to Nurse Practice Act and Resident Bill of Rights at all times.

- **Lead**
 - Plan, lead, organize and active participation as a leading member of the Quality Assurance, Assessment, and Improvement Committee that oversees the nursing department operation
 - Collaborate with upper management in preparing, administering, and revising the annual budget for the nursing department
 - Coordinate activities and provide solutions along with social service department for referrals, screening, admission of residents
 - Administer the short term rehab unit and skilled nursing facility operation according to CMS and managed care guidelines
 - Is the head ambassador of the facility, thus must demonstrate compassionate and caring personality trait as well as leadership abilities

- **Compliance**
 - Maintain all records of narcotic medication (Schedule II & III) administration, destruction, and disposal records as required by the Federal, State, and Drug Enforcement Administration (DEA) board regulations
 - Manage pharmacy services to ensure timely and safe delivery, destruction, administration and of medications
 - Ensure SNF complies with all state, local and federal regulations, the Washington Nurse Practice Act, HIPPA, OSHA, Fire code and Resident Bill of Rights at all times with the support of internal departments and external resource

- **People Management**
 - Develop, assess and maintain elite care teams for various activities for the residents
 - Ensure work flow of the Nursing Department is to full capacity thus beds are at mission capacity
 - Direct, manage and develop Unit Coordinators, MDS team, Short Term Rehab team, and etc. to improve and maintain team function, morale and utility
 - Collaborate with various internal/external teams & members such as Human Resource, Administrator and outsourced functions on recruitment, hiring and firing, reorganizing team structure, maximize skill competencies & work performance; address skill, work flow/plan, training and educational deficiencies
 - Monitor, plan & discuss work schedules with direct reports to ensure sufficient capacity of team and reduce overtime, inefficiencies and conflicts
 - Manage as well as Delegate appropriate tasks as needed to parties handling the function which may include ongoing educational programs and training, environmental and infection control activities, technology management, and etc.

- **Direct Care Management**
 - Liaise with doctors & direct reports on resident care plan needs which may include but not limited to direct, develop, implement, manage, and delegate resident assessment, MDS and RUG score maintenance and accurate database upkeep
 - Work with care teams on resident assessment to perform admission screening, continued assessment and discharge of residents appropriately and according to protocol
 - Make rounds as needed

JOB REQUIREMENTS

- Bachelor degree in Nursing (BSN) is required
- Active WA state Registered Nursed (RN) license
- 3-5 years of progressive roles and responsibilities toward autonomous leadership & management track within the nursing department at a care facility, elderly care experience preferred, a minimum of 3 years a must
- The role is part of the leadership team, must demonstrate good business acumen, uphold the standards and principals of nursing practice, technology literate and savvy, problem solving and organizational skills, passion for senior care, ability to lead and collaborate with team members are essential part of the core practice
- Excellent English written and verbal communication skills a must; a secondary conversational Chinese language in Cantonese, Toishanese and/or Mandarin highly desired
- Technology, laws/regulations & diversity in population served add layers of complexity to our overall operations over time, must be able to adopt new strategies as needed toward a sustainable tomorrow

WORK ENVIRONMENT

The role resides primarily inside a temperature controlled facility with occasional outside travel as need arises. Frequent full range of motion used such as standing, sitting, walking, lifting (10-25lbs), manual dexterity, computer use, and exposure to common risks & conditions found in healthcare facilities such as blood, bodily fluids, IV equipment, various machines & monitoring devices, and wheelchairs.

TO APPLY: Email cover letter and resume to Jean Wong, HR Manager at careers@kinon.org.

Kin On is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, gender, sexual orientation, gender identity and/or expression, creed, national origin, age, disability, genetic information, ancestry, citizenship, marital status, veteran and/or military status or any other legally protected status. No question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state or federal law.