



## **Job Description**

### *EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER*

<b>POSITION: Director of Care (Licensed RN)</b> <b>DEPARTMENT: Heritage Place Parshall Lucky Mound</b> <b>SALARY: DOQ</b> <b>CLASSIFICATION: Non-Exempt</b>	<b>FLSA STATUS: FT-Permanent</b> <b>LOCATION: Mandan, Hidatsa, &amp; Arikara Nation- Parshall, ND</b> <b>OPENING DATE: October 27,2022</b> <b>CLOSING DATE: Until filled</b>
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### **POSITION SUMMARY:**

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Under the Administrator's general supervision, this position is a full-time director of care position responsible for leading overall healthcare services for residents of the assisted living facility. The director of care is responsible for planning, organizing, directing, supervising, coordinating, and evaluating the care and services Heritage Place Parshall Lucky Mound provides. The role of the director of care is to ensure that residents' health and safety outcomes are improved through care coordination, on-site visits, and referrals to outside healthcare professionals. The director of care will ensure that staff receives training in health-related policies and procedures which are current and up to date.
2. Directs, supervises, and evaluates work activities of nursing staff, such as CNAs, CMA's, occupational therapy, and dietary services. Responsible for hiring and managing clinical staff, a social worker, contracted occupational therapists, and a physical therapist. Directs and guides team and offers consultation about specific problems or issues related to resident care. Ensures adequate coverage is provided if staff members cannot work their shifts. Works closely with staff, aids care plans and coordinates staff development and training. Assists as a liaison between nursing staff and top-level management with clear lines of communication for effective performance outcomes.
3. The Director of Care will also ensure that the facility complies with current regulations and standards. Must relate professionally with residents, staff, and family members, display a positive, supportive work attitude, and collaborate closely with the Administrator. Assists the Administrator with the marketing of the facility.
4. Develops a policy and procedures manual and protocol for clinical staff that maintains high standards and legal compliance. Develop and organize resident medical records and implement electronic medical records for the facility. Responsible for maintaining the budget and developing statistics on the types and



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5. frequency of services used by residents. Conducts performance evaluations of clinical staff and identifies areas that need improvement.

**6. And other duties as assigned.**

*NOTE: The duties listed are not intended to be all-inclusive. Tasks assigned to any individual employee are at the discretion of the appointing authority.*

### **SUPERVISORY REQUIREMENTS:**

As needed, report directly to the Administrator, the Advisory Board, or Tribal Business Council. Supervises and manages all clinical staff, including contracted medical professionals, managers, directors, residents, families, and volunteers.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

#### **Knowledge**

- Highly knowledgeable in working with an aging population
- Advanced nursing experience and leadership knowledge
- Knowledge about patient care in practice as well as in theory
- Knowledgeable in leading a large organization in providing quality, culturally responsive, compassionate care
- Knowledge of helping elders maintain a healthy lifestyle
- Knowledge of medication management and electronic health records
- Understanding of the aging process and how to provide the best care
- Working knowledge of elder abuse and warning signs and mandated reporting
- Knowledge of holistic health assessments
- Safe moving and handling techniques
- Knowledge of legal and ethical issues related to the aging population
- Knowledge of state, federal, and tribal regulations for assisted living facilities
- Understanding of barriers facing the aging population and health issues as they age
- Knowledge of and relationships established with community resources and programs to assist residents, staff, and families
- Knowledge and ability to apply the traditional, culture, and customs of the Mandan, Hidatsa & Arikara Nation to the facility environment and operations

#### **Skills**

- Excellent communication skills
- Compassionate about working with an aging population
- Excellent communication and conflict-resolution skills
- Effective healthcare management techniques for optimal health outcomes
- Keen observation and ability to spot changes in health
- Healthcare development, implementation, monitoring, and evaluation



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- Diligence and problem-solving skills
- Strong clinical IQ and supervisory skills
- Data analysis preferred
- Professionalism
- Supply chain management and inventory control
- Proficient in MS Office
- Professional telephone skills
- Reporting skills
- Professional writing skills
- Electronic health record skills

### **Abilities**

- High emotional intelligence to support and care for the aging population
- Ability to encourage staff to promote and support the wit, wisdom, and creativity of the elderly
- Must possess a natural passion for healthcare
- Ability to manage and coordinate complex senior healthcare
- Enforce federal, state, and tribal regulations in a reasonable, respectful manner
- Ability to connect with residents and their families
- Be cheerful and compassionate under all circumstances
- Operate in a nurturing, positive, professional, culturally responsive environment
- Patience and empathy for residents
- Facilitate conflict resolution as needed
- Understand when it is appropriate to call 911 for the safety of all
- Track, measure, and evaluate performance and health outcomes
- Make quick decisions and work independently and with a team
- Comfortable with changing responsibilities or priorities and have a flexible nature
- Demonstrated ability to organize, prioritize and balance multiple responsibilities and tasks
- Ability to ensure scheduling/completion of healthcare and medication management
- Maintain and ensure strict client confidentiality and HIPPA compliance regulations
- Promote the physical, social, and emotional well-being of residents
- Implement Covid19 prevention & safety measures for residents, employees, contract services, and guests

### **MINIMUM QUALIFICATIONS AND EDUCATION:**

- A graduate from an accredited school of nursing
- Must be currently licensed as an RN in the state of North Dakota
- A minimum of 2 years of experience RN experience
- One year experience in home health assisted living, hospital, or long-term care
- One year of nursing management, daily operations supervision
- High-level leadership skills and teamwork
- Must be trained in First Aid and CPR



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### **WORKING CONDITIONS:**

- Must be flexible, dependable, and dependable as the director of care is on call as needed in addition to the 8-hour workday
- Working with the aging population in a safe, healthy, supported living care environment.
- Assisted living standards, policies and procedures, codes of conduct, and rights of persons served and employed
- Culture of health, respect, and dignity for residents, employees, families, community, and the MHA Nation

**Note:** The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish an employment contract and are subject to change at the employer's discretion.

Preference will be given to bona fide American Indian applicants by TAT policies and Federal Indian regulations for such preference.

**THE MANDAN, HIDATSA, AND ARIKARA TRIBES DO NOT DISCRIMINATE BASED ON RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGIOUS PREFERENCE, AGE, HANDICAP, MARITAL STATUS, POLITICAL PREFERENCE, GENETICS, OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, EXCEPT AS ALLOWED BY THE INDIAN PREFERENCE PROVISION OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED AND NORTH DAKOTA HUMAN RIGHTS ACT.**

**PERSONS OF INDIAN ANCESTRY WHO ARE AT LEAST 1/4 DEGREE AND WISH TO CLAIM INDIAN PREFERENCE SHOULD SUBMIT A COPY OF THEIR TRIBAL ENROLLMENT CERTIFICATE INDICATING THEIR DEGREE OF INDIAN BLOOD AND AGENCY ENROLLED.**

All interested persons must submit the following information:

- \* TAT Application
- \* Copies of

- Diplomas/Certificates and Transcripts
- Driver's License & Social Security Card
- Indian or Veteran Preference documents (If applicable)

Submit all necessary information to one of the following addresses:

Three Affiliated Tribes/MHA Nation  
Human Resource Department  
404 Frontage Road

Job Services of North Dakota  
P.O. Box 477  
New Town, ND 58763



New Town, ND 58763  
Ph# 701-627-4781  
Fax# 701-627-2960

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Ph# 701-627-4390