



The Three Affiliated Tribes **Job Description**

DIRECTOR OF CARE (LRN)

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

REPORTS TO: Heritage Place Director DEPARTMENT: Heritage Place Assisted Living SALARY: \$50-\$55/hour CLASSIFICATION: Non-Exempt	FLSA STATUS: <i>PT Permanent</i> LOCATION: Parshall OPENING DATE: CLOSING DATE:
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POSITION SUMMARY: Under the general supervision of the Director, this position is a part-time permanent Director of Care position responsible for leading overall healthcare services for residents of the Heritage Place Assisted Living facility, ensuring continuity of care through collaboration with providers, nursing staff and support personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Responsible for planning, organizing, directing, supervising, coordinating, and evaluating the care and services for the residents of the Heritage Place Assisted Living - Parshall Lucky Mound
2. Ensures that the health and safety of the Heritage Place Assisted Living residents are improved through care coordination, on-site visits, and referrals to outside healthcare professionals
3. Creates and promotes adherence to a care plan, developed in coordination with the resident, primary care provider, specialty providers (when deemed medically necessary), outside resources and family/caregiver(s)
4. Increases continuity of care by managing relationships with tertiary care providers, transitions in care, and referrals
5. Increases residents' ability for self-management and shared decision making by conducting one-on-one extended patient meetings to help facilitate a standard of care
6. Serve as the contact point, advocate, and informational resource for patients, care team, family/caregiver(s), payers, and community resources
7. Ensures that staff receive training in health-related policies and procedures which are current and up to date
8. Ensures the Heritage Place is compliant with current law and policy to provide a work environment free from sexual harassment and all illegal and discriminatory behavior
9. Ensures the Heritage Place is compliant and understands the confidentiality of residents, staff and others according to policy and HIPAA regulations
10. Directs, supervises, and evaluates work activities of nursing staff: Certified Nurse Aides, Certified Medication Aides, and Resident Aides



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11. Directs and provides guidance to staff and offers consultation about specific problems or issues related to resident care
12. Works closely with staff, aids with care plans, coordinates staff development and training
13. Ensures that the facility maintains compliance with current regulations and standards and adheres to the policies and procedures of the Three Affiliated Tribes and the Heritage Place Assisted Living, PLM
14. Develop and organize resident medical records and implementation of electronic medical records for the facility.
15. **And other duties as assigned.**

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

SUPERVISORY REQUIREMENTS:

- Reports directly to the Director as needed. Supervises and manages all clinical staff, including contracted medical professionals, managers, directors, residents, families, and volunteers.

KNOWLEDGE 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
- Knowledge 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
- Knowledge of barriers facing the aging population and health issues as they age
- Knowledge of relationships established with community resources and programs to assist residents, staff, and families
- Knowledge and ability to apply the traditions, culture and customs of the Mandan, Hidatsa, & Arikara Nation to the facility environment and operations



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Abilities

- Must be able to relate professionally with residents, staff, and family members, display a positive, supportive work attitude and be able to collaborate closely with the Administrator.
- 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 and nurture 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 and 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 Covid-19 prevention & safety measures for residents, employees, contract services and guests

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
- Diligence and problem-solving skills
- Strong clinical IQ and supervisory skills
- Data analysis preferred
- Professionalism
- Supply chain management and inventory control



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- Proficiency in MS Office
- Professional telephone skills
- Reporting skills
- Professional writing skills
- Electronic health record skills

MINIMUM QUALIFICATIONS AND EDUCATION:

- Must have current Registered Nurse (RN) license in the State of North Dakota - **REQUIRED**
- A graduate from an approved school of nursing - **REQUIRED**
- A minimum of 2 years of RN experience - **PREFERRED**
- 1 year experience in home health, assisted living, hospital, or long-term care - **PREFERRED**
- 1 year nursing management, daily operations supervision - **PREFERRED**
- High level leadership skills and teamwork
- Must be trained in First Aid and CPR - **REQUIRED**

WORKING CONDITIONS:

- Working with the aging population in a safe, healthy, and supportive living care environment
- Assisted living standards, policies and procedures, codes of conduct, and rights of people served and employed
- Culture of health, respect and dignity for residents, employees, families, community, Three Affiliated Tribes and the Heritage Place Assisted Living, and Parshall Lucky Mound.
- Potential exposure to blood and other hazardous material, communicable diseases, and other conditions common in a health care environment

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 a contract for employment and are subject to change at the discretion of the employer.

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

THE MANDAN, HIDATSA, ARIKARA TRIBES DOES NOT DISCRIMINATE ON THE BASIS OF 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.



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PERSONS OF INDIAN ANCESTRY WHO WISH TO CLAIM INDIAN PREFERENCE SHOULD SUBMIT A COPY OF THEIR TRIBAL ENROLLMENT CERTIFICATE INDICATING THE AGENCY ENROLLED.

All interested individuals must submit the following information:

1. Job Application
2. Diplomas/Certificates and Transcripts
3. 2 Forms of Identification: Driver License and/or State Issued ID and 1 Other
4. Indian or Veteran Preference documents (If applicable)

Submit all necessary information to Recruitment@mhanation.com

Supervisor Signature: _____ Date: _____

Employee Signature: _____ Date: _____