

**SCHOOL SISTERS OF NOTRE DAME  
CENTRAL PACIFIC PROVINCE  
Job Title: Health Care Director**

**POSTED DATE:** 09/29/2020

**LOCATION:** Mankato

**DEPARTMENT:** Health Care

**GENERAL STATEMENT OF DUTIES:**

The Director of Health Care has administrative responsibility for planning, organizing, directing, supervising, coordinating, and evaluating the healthcare objectives for all Sisters associated with the Mankato campus for School Sisters of Notre Dame (SSND), Central Pacific Province. The Director oversees the development and implementation of policies and procedures as well as staff training and supervision to maintain regulation compliance. The Director is also responsible for handling resident concerns and assists residents in a respectful manner, fostering independence and self-determination.

School Sisters of Notre Dame is a licensed Housing with Services and Comprehensive Home Care facility in Mankato, MN.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Integrate the mission of the School Sisters of Notre Dame in work environment
- Maintain positive relationships
- Conduct oneself in a professional manner
- Assume 24 hour responsibility for the leadership and overall operation of the nursing department
- Define and direct nursing care in accordance with the healthcare philosophy and values of the School Sisters of Notre Dame, and in accordance with current standards for nursing practice. The clinical areas to be stressed are gerontology, hospice, rehabilitation, and preventive care
- Manage the health care center, physical, occupational and restorative therapy, and other health related programs, i.e. infection control and limited employee health services
- Coordinate and collaborate health care activities with specific internal groups, i.e. pastoral services, administrators, directors and with external health care agencies, i.e. area physicians and general nurse practitioners, dentists, and pharmacists
- Mentor and supervise the nursing supervisor, nurses, nursing assistants, and staffing coordinator
- Provide leadership in long range planning for the health care delivery system which includes looking at ethical issues as well as creative delivery modes that reflect the values of the School Sisters of Notre Dame
- Prepare and monitor an annual budget for health care based on established staffing patterns, durable medical expenses, and medication cost
- Provide a visible and supportive presence on the units with the staff and sisters
- Participate in sisters' quarterly care conferences
- Participate in Hill management group activities

- Collaborate with human resource on issues involving: recruitment, staffing, corrective action, performance appraisals, wage adjustments, maintaining information in personnel file, workers' compensation, etc.
- Serve as representative of School Sisters of Notre Dame to external health related groups or agencies, as requested
- Maintain current clinical and management skills
- Implement directives of the community administrator
- Develop, maintain and periodically update the nursing department policy and procedural manual, and objectives and philosophy
- Develop, maintain, and periodically update written job descriptions
- Develop, implement and maintain ongoing quality assurance program for the nursing department:
  - Monitor infection control
  - Review pharmacy consultant's report
  - Monitor incident reports and make appropriate changes
  - Correct needed safety precautions
- Follow safety procedures
- Maintain an orderly and presentable office and work area at all times
- Perform other tasks as assigned by community administrators
- Attend workshops, in-services and Hill employee meetings as required

**BASIC QUALIFICATIONS:**

- Current unencumbered RN license in Minnesota
- Five years' experience in nursing management
- Background in long term care, gerontological nursing, hospice, physical rehabilitation, and nursing administration/management skills
- Professional attitude: honesty, integrity and respect
- Effective communication skills – verbal and written
- Coping skills
- Developed computer skills
- Ability to cope with mental and emotional stress
- Ability to lift a minimum of 75 pounds
- Ability to take leadership and provide direction to staff

**JOB TYPE:** Full-time, Exempt

**BENEFIT ELIGIBLE:** Yes

**If you are interested in this position please complete an application as well as send a cover letter, resume, and salary requirements to:**

**Rachal Depuydt**  
**Human Resources Manager**  
[rdepuvdt@ssndep.org](mailto:rdepuvdt@ssndep.org)  
 (507) 389-4288.