

DIRECTOR OF NURSING/CLINICAL SERVICES

REPORTING/COORDINATING RELATIONSHIP: Medical Director/CEO

SUPERVISORY RESPONSIBILITIES: RN, LPN, CMA, RMA, CCMA, CNA

PRINCIPLE RESPONSIBILITIES:

This position will be based in Princeton but have regional responsibilities for nursing staff and duties below. This position will have some direct care nursing responsibilities as well as programmatic oversight. This position will be directly responsible to the CEO of PHCS. Duties include:

- 1) Oversee program goals, objectives and compliance with regulatory guidelines.
- 3) Oversee implementation of health protocols for daily clinical operations.
- 4) Provide direct care services as necessary.
- 5) Cooperate/collaborate with other entities (ie: wellness initiatives with local health department).
- 6) Assist the physicians/APRN as needed and respond to medication/referral calls as appropriate.
- 7) Administer injectable medications as necessary as prescribed by the staff physicians/APRNs.
- 8) Monitor lab and diagnostic testing.
- 9) Input prescription, lab, x-ray or other diagnostic information in EMR or databases as needed/required.
- 10) Develop strategies to provide holistic health.
- 11) Provide psychoeducational training to clients either individually or in groups as necessary.
- 12) Insure the quality of service by all providers at all sites, as deemed appropriate.
- 13) Oversee the compiling/maintenance of all critical data associated with patients' care by assisting in establishing protocols for appropriate documentation in patients records.
- 14) Engage in community marketing activities.
- 15) Order appropriate/necessary clinical/medical supplies and equipment and ensure proper functioning and availability.
- 16) Ensure that proper billing procedures and documentation requirements are followed by supervisees.
- 17) Monitor and provide responsibility for the Corporation's infection control policies and processes.
- 18) Monitor and provide responsibility for the Corporation's Vaccination Program including response to pandemic.
- 19) Participates in required HRSA trainings and completes reports on time.
- 20) Collaborate closely with the CEO and administrative staff.
- 21) Produce monthly clinical operation reports.
- 22) Empower the clinical operational team with the leadership and resources they need to successfully complete operations initiatives.
- 23) Positively represent the company at all times through a success-oriented and professional demeanor.
- 24) Provide a vision of clinical growth and improvement/
- 25) Partner with other employees to accomplish short and long-term operational goals, particularly supervisors.
- 26) Measure and report on clinical operational performance and develop plans to improve relevant key performance indicators.
- 27) Collaborate with administrative team for the implantation and supervision of employee incentive/enhancement programs to improve productivity.
- 28) Perform other duties as required/assigned

MINIMUM QUALIFICATIONS:

Prefer a Registered Nurse with Bachelor's degree, or an Associate's degree R.N. with at least three years supervisory experience in a healthcare setting. Requires experience in supervising program operations. Must hold an active Kentucky nursing license, have a valid driver's license, proof of automobile insurance, and reliable transportation. Must pass a Criminal Records Check and a Sexual Offender Registry Check. Must present proof of a recent (less than 1-year-old) TB skin test.

POSITION STATUS: Regular, Full-Time **GROUP:**II, Salary

UPDATED: 5/20/2025

Employee

HR Representative

Date