



## MN Greenleaf Senior Living Job Description

**Job Title:** Director of Nursing  
**Reports To:** MN Greenleaf Administrator and/or Company Manager  
**Job Classification:** Salaried

### Minimum Qualifications:

Must be a high school graduate with post-secondary RN degree. Two (2) years of leadership experience required. An active, unencumbered Minnesota Nursing License is required. Preferred experience in Assisted Living, Memory Care, or Long-Term Care Facility.

### Organizational Values:

He/she will exhibit personal and team accountability to the following values:

**Family** Actively supports a healthy family dynamic within the organization by exhibiting the following behaviors: kindness, caring, devotion, and support. These behaviors are evident in interactions with residents and team members.

**Quality** Actively supports, participates, and drives initiatives to grow technical skills both individually and as a team to foster a well-trained and educated organization. The employee performs high quality work and safety is a top priority. He/she is an advocate for the resident and the organization.

**Team** Exhibits behaviors that foster and support a strong team environment. He/she is respectful and friendly to all team members, leads by example, and ensures that this value is central to the organization's culture. He/she seeks to grow relationships where professionalism and understanding are at the foundation.

**Effectiveness** Adheres to healthy communication principles. He/she will exhibit positive, uplifting behaviors.

**Potential** Will support, foster, and encourage personal, team, and organizational growth and development. He/she owns personal responsibility for behaviors, performance, and technical skills.

### Required Skills:

1. Must possess good leadership and management skills.
2. Must have strong computer skills.
3. Must have excellent oral and written communication skills.
4. Must be self-motivated, organized, efficient, and be able to respond to Greenleaf resident and /or Company needs in a positive and timely manner.
5. Must be knowledgeable in Federal, State, and general health care related regulations.

6. Must maintain high standards of personal conduct and confidentiality practices at all times.
7. Must be able to effectively monitor and intervene in any situation.
8. Must be knowledgeable in all areas of good customer service.

**Responsibilities:**

- Must dress professionally, follow dress code, and maintain hospital standards of personal hygiene.
- Conducts oneself in a professional matter.
- Must be available a minimum of 40 hrs per week with the understanding that more hours may be necessary to complete deadlines or during periods of “extenuating” circumstances.
- Be available as “on call” when not on the premises.
- Maintain complete confidentiality at all times in all business and personal dealings with residents, family, staff, and general public.
- Is responsible for holding staff meeting that foster team engagement, respectful participation, and a solution oriented approach.
- Ongoing willingness to take on new duties and embraces change.
- Is the primary contact for all information regarding residency at MN Greenleaf.
- Will promote MN Greenleaf to the general public through speaking engagements, health fair participation, and general information available to public.
- Is the primary person to give tours of MN Greenleaf to potential residents and/or families.
- Will schedule and conduct assessment appointments with potential residents prior to moving into MN Greenleaf.
- Serves as a contact person for potential residents or families of when considering residency at MN Greenleaf.
- Will make sure all paperwork is filled out correctly by family and/or potential resident prior to moving in a timely manner.
- Prepares and delivers all information needed when requesting additional reimbursements from county social services.
- Prepares and delivers all correspondence regarding termination of services and / or residency within State regulations.
- Is available to listen to, investigate, and assist residents with all suggestions and / or issues they may have.
- Will give direction to assistant administrator as needed.
- Will intervene and give assistance to residents, family, or staff when necessary.
- Will contact the MN Greenleaf Manager or Company Manager with concerns and/ or questions when critical needs arise.
- Is responsible for all day-to-day nursing and care provider operations of MN Greenleaf.
- Is responsible to oversee that all services and business practices are being conducted according to Federal and State regulations.
- Will follow directions and instructions given by the Greenleaf Manager or Company Manager.

- Will present ideas and suggestions to Greenleaf Manager or Company Manager on all operations, financial or other.
- Will plan marketing strategies and execute them after approval of Greenleaf Manager or Company Manager.
- Is responsible for well-being and protection of every resident and all staff when using Greenleaf property, ie; all property of MN Greenleaf to be up to code and regulations according to State and Federal laws.
- Is responsible for emergency preparedness and all procedures related to the preparedness.
- Is responsible for hazardous waste disposal.
- Responsible to teach, guide, and grow the team both technically and on their soft-skill set.
- All other duties as assigned by Greenleaf Manager or Company Manager.