



**ESTES PARK MEDICAL CENTER  
JOB DESCRIPTION**

POSITION: Director of New Life Center

LOCATION: New Life Center

REPORTS TO: Chief Clinical Officer

**SUMMARY:**

Requires excellent clinical skills, people/human relations skills, critical thinking skills, diplomacy, conflict resolution skills, team-building skills, creativity and negotiation skills. Must have a back to the basics philosophy of nursing care with focus on ensuring the basic needs of patients are met. Also must have leadership and management skills. Must demonstrate knowledge of the principles of growth and development over the life span and possess the ability to assess date reflective of the patient's status in addition to being able to interpret the appropriate information needed to identify each patient's requirements relative to his or her age-specific needs.

**DUTIES:**

1. Supervision of all New Life Center, (NLC) nursing staff: UC, CNA, LPN, RN, including hiring, orientation, evaluations and termination.
2. Clinical accountability ensuring departmental practices of professional and ethical standards.
3. Develop and maintain all policies and procedures related to NLC nursing.
4. Knowledge of standards for specialty area. Acts as a resource for staff.
5. Coordinate celebrations in area of responsibility.
6. Monitor utilization reviews; assisting and teaching NLC nursing staff discharge planning skill and protocol.
7. Organizes required certification and continued education for NLC nursing staff and ensures the child birth classes are offered.
8. Accountable for the scheduling assignment and or cancellation of NLC nursing staff, meeting Director expectations and call in when required.
9. Responsible for the monitoring of quality management as it pertains to NLC nursing staff.
10. Develops and maintains relationships between administration, medical staff and referral sources while being an active liaison between them and NLC nursing staff.
11. Assists Chief Clinical Officer with budget and fiscal accountability for NLC.
12. Ultimately responsible for NLC staffing in the event of a crisis. In a crisis situation, if regular or PRN staff is not available, the Director will be responsible to work in NLC.
13. Participate in committees as assigned;



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14. Perform in accordance with all local, state, and federal laws and regulatory agency standards;
15. Perform in accordance with EPMC vision, mission and goals;
16. All other duties as assigned.

**COMPETENCIES:**

Bachelor's degree in Nursing from an accredited nursing program; current Colorado RN licensure; CPR certified.

Requirements are representative of minimum level of knowledge, skills and/or abilities. A review of this description has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties.

**QUALIFICATIONS:**

Experience in OB/ Neonatal nursing supervision or management. Must have computer skills for word processing, project planning, budgeting and spreadsheets, time management and medical record documentation

**PHYSICAL REQUIREMENTS:**

Climbing: Ascending or descending stairs using feet and legs and/or hands and arms as required for ordinary locomotion.

Balancing: Maintains body equilibrium to prevent falling when walking, standing, or crouching as needed for ordinary locomotion and maintenance of body equilibrium.

Stooping: Bending body downward and forward by bending at the waist. This factor is important since it occurs to a considerable degree and requires full use of the lower extremities and back muscles.

Kneeling: Bending legs at the knees to come to a rest on knee or knees.

Crouching: Bending the body downward and forward by bending the leg and spine.

Crawling: Moving about on hands and knees or hands and feet.

Reaching: Extending hand(s) and arm(s) in any direction.

Standing: Standing for sustained periods of time.

Walking: Moving about on foot to accomplish tasks, particularly for long distances.

Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.

Pulling: Using upper extremities to exert force in order to draw, drag, haul, or tug objects in a sustained motion.

Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important since it occurs to a considerable degree and requires the substantial use of the upper extremities and back muscles.

Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand or arm, as in handling.

Grasping: Applying pressure to an object with the fingers and palm.



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Feeling: Perceiving attributes of objects, such as size, shape, temperature, or texture, by touching with the skin, particularly that of fingertips.

Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed to other workers, accurately, loudly, or quickly.

Hearing: Perceiving the nature of sounds with no less than a 40 dB loss @ 500 Hz, 1,000 Hz, and 2,000 Hz with or without correction. The ability to receive detailed information through oral communication and to make fine discriminations in the sound, such as when making fine adjustments on machined parts or distinguishing alarm sounds.

Repetitive motions: Moving the wrists, hands, and/or fingers.

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. This position may require the use of arm and/or leg controls requiring exertion of forces greater than that for sedentary work.

Visual acuity: color, depth perception, and field of vision.

Clerical, administrative: This position deals largely with preparing and analyzing data and figures, accounting, transcription, computer terminals, extensive reading.

**WORK ENVIRONMENT:**

The worker is subject to inside environmental conditions and has protection from weather conditions but not necessarily from temperature changes.

The worker is occasionally subject to outside environmental conditions and has no effective protection from weather.

Must be able to work 8-12 hour shifts, flexibility in scheduling (weekends, days, evenings, nights).

Fluctuation in workload may create feelings of pressure/stress.

Rapidly changing priorities may cause stress and need for flexibility.

Must be able to sustain normal medical center exposure to bacteria, viruses and fungi.

**This is a job description, not an implied or expressed contract of employment.**

**ACKNOWLEDGMENT**

I, \_\_\_\_\_, understand that I am expected to perform the duties listed in the Job Description.

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_