



# JOB POSTING

## ESTES PARK MEDICAL CENTER

*We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation or any other legally protected status.*

DATE OF POSTING: July 8, 2010

**POSITION TITLE: DIRECTOR OF NLC**

REPORTS TO: Chief Clinical Officer

SUMMARY: Accountable for planning, organizing, coordinating and directing nursing activities for the New Life Center in accordance with standards of practice, standards of care and administrative policies.

**COMPETENCIES:**

Current Colorado RN license, BLS, CPR, and ACLS Bachelor's degree in Nursing or Health care Administration, (or comparable), Masters Degree preferred.

**QUALIFICATIONS:**

Experience in OB / Neonatal Nursing supervision or management.

**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.

**FOR MORE INFORMATION, PLEASE CONTACT HUMAN RESOURCES.**