

Title: Administrative Nurse, RN

Job Description

Caring Acres is accepting applications for a full time, Administrative Nurse, RN that will work in conjunction with our ADON and our Health Service Supervisor managing the daily operations of the nursing department for our family owned nursing and rehab center at our Anita, IA location. Caring Acres is a Top Workplace in Iowa for the 3rd year in a row and cares for around 32-37 residents, just completed our annual survey with great results, so apply now and join our award winning team!

The Caring Acres team continue to be successful in keeping all residents healthy and covid19 negative and we have a 100% vaccine rate for residents and all but 4 staff are also vaccinated. Candidate must be creative and out of the box thinker aware of covid19 guidelines and have the ability to work with both local and state departments as items change. The testing team also consists of multiple trained individuals which carry out the testing processes and documentation.

Schedule: x4 days per week Monday through Thursday.

Salary: Candidates for this position are reviewed individually by the owner of Caring Acres and is based on experience with a typical starting rate of \$35/hr (\$72,800/annually).

Requirements: Candidates must be Licensed with the State of Iowa as a Registered Nurse. This is a great role for those recently licensed as an RN or those with years of experience looking for a smaller resident population and a building with great support.

Overview: This position will hold the title of Director of Nursing however as you will see below we are setup to share the duties of that office so that the demand doesn't fall on just one person.

This Administrative Nurse, RN is responsible for the nursing department's success of Caring Acres and ensuring a high level of compliance, providing guidance when necessary, and will develop new ideas to enhance the quality of service to the community we serve. This role will work in connection with our 2 other administrative nurses; ADON which handles the MDS, care plan, and staff education and our Health Service Supervisor which handles the scheduling, staff education, doctors rounds including virtual visits. This role has a primary focus on the overall success and the paper compliance aspects of long term care.

Responsibilities of the Administrative Nurse, RN include:

- Operates the nursing department in accordance with established policies and procedures of the governing body in compliance with federal, state and local regulations.
- Supervise nursing department personnel in conjunction with the ADON & HSS
- Arbitrate complaints and disputes concerning residents, families, or nursing personnel.

- Ensure compliance with all federal, state and local regulations.
- Observe all facility policies and procedures relating to Resident's Rights.
- Must be organized and able to manage the needs of our residents.

* A complete job description can be found at www.CaringAcres.com/careers

Who We Are: Caring Acres is a small, independently owned and operated nursing and rehab center in Anita, IA with an active owner providing daily guidance. Census ranges between 32-37 residents and we accept Medicaid, Private, and Medicare residents. We have been ranked as a Top Workplace in the State of Iowa in 2018, 2019, and again in 2020 showing a proven track record for incorporating new technologies, ideas, and listening to our staff.

Apply now and let us help you in joining the Caring Acres staff family!