**MID-STEP SERVICES, INC.**

# JOB DESCRIPTION

JOB TITLE: Assistant Director of Nursing

DEPARTMENT: HCBS

SUPERVISOR: Director of Medically Fragile Home

In addition to being a staff nurse, the following Assistant Director of Nursing duties will be assigned:

1. Work schedule – work the floor two days a week and two days in the office.
2. Ordering supplies – personal items and house supplies, Unity Point medical supplies.
3. EDOC – check entries on Tuesday and put out a list by the following Tuesday. If all documentation is not completed by the following Tuesday, write ups will be given out.
4. Fire drills – checking fire extinguishers/alarms.
5. Organization – keep 1816 closets and the garage organized.
6. On-call – on-call every other weekend and one day during the week.
7. Staff communication – if something comes up with the schedule while on call, staff will call the on-call nurse first to address any issues before calling the D.O.N.
8. Complete monthly MARS and pharmacy orders.

I have read and understand that this description is not intended to be an all-inclusive list of every task I may perform, but a description of the minimal job duties. I hereby accept the position of Assistant Director of Nursing and agree to abide by the requirements set forth, and will perform all duties and responsibilities.

Date Signature – Assistant Director of Nursing

Date Signature – Director of Medically Fragile Home