



# Genevive



## Job Description: Nurse Program Manager

**Job Title:** Nurse Program Manager

**Department:** Nursing

**Position Summary:** The Nurse Program Manager will help develop, implement, maintain, and evaluate existing and new programs within the nursing department. This position will work closely with the Director of Nursing to implement department and company-wide strategic goals within budgetary guidelines yet with the patient at the center of all decisions. Additionally, this position will manage the day to day operations of the triage, anti-coagulation service, home visit, and campus care programs including management of registered nurses and social workers, scheduling, coverage, and performance evaluations.

**Supervision Received:** Director of Nursing

**Supervision Exercised:** Registered Nurses and Social Workers within the triage, anti-coagulation service, home visit, and campus care programs

**Hours per Pay Period:** 80hrs

**Classification:**

Full-Time

Exempt

Part-Time

Non-Exempt

### Education/Qualifications:

1. Registered nurse (RN)
2. Demonstrated knowledge and experience with complex, frail older adult population
3. Exceptional professional communication, relationship building, and organization skills
4. Three to five years of experience in healthcare management
5. Experience with program development from concept to implementation and evaluation
6. Knowledge of Medicare regulations and broader health plan coverage
7. Excellent attention to detail
8. Ability to work autonomously, yet skilled in interdisciplinary collaboration.
9. Good computer skills with specific knowledge of Microsoft Office programs

### Essential Functions:

1. Manage day to day clinical questions/issues from the field and office nursing staff
2. Manage schedule and coverage for RNs and SWs
3. Assist with hiring and disciplinary actions for RN and SW positions
4. Conduct yearly performance evaluations and development plans for all RNs and SWs
5. Coordinate orientation and onboarding of new nursing staff in collaboration with the Nursing Coordinator
6. Develop, in collaboration with Director of Nursing and other Nurse Management, policies and procedures to meet the strategic goals of the nursing department
7. Implement, maintain, and evaluate nursing policies and procedures



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8. Provide leadership and support for the RN and SW staff to ensure high quality care, consistent with regulations and best practices.
9. Promote and model continuous self-development and professional growth to maintain knowledge of healthcare trends and practices

### **Physical/Mental Demands and Work Environment:**

1. Use of personal vehicle. Vehicle must be reliable and have proof of insurance. Employee must have a valid driver's license.
2. HIPAA compliant home office environment
3. Contact with staff and physicians.
4. Frequent contact with patients in a variety of care settings.
5. Potential exposure to communicable diseases.

*The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*