



Celebrating the Triumph of the Human Spirit

Associate Director of Nursing Job Description

Job Title: Associate Director of Nursing

Reports to: Director of Applied Services

Classification: Exempt

Employee: _____

Functions:

The Associate Director of Nursing plays a crucial role in the leadership and management of our nursing team at Sparc. Reporting directly to the Director of Applied Services, the Associate Director will oversee the delivery of high-quality nursing care, ensure regulatory compliance, and promote a culture of excellence and compassion.

Universal Competencies:

Universal competencies are competency requirements that apply to all Sparc positions (Exempt & Non-Exempt, Part-time, Full-time, PRN, Supervisory and Non-Supervisory). Universal Competencies support our mission and are consistent with Sparc’s core values; they are:

Collaboration/Positive Impact: Ability to work with a variety of individuals and teams in a constructive and civil manner, utilizing existing resources, training, and learning to achieve or exceed desired outcomes while integrating Sparc’s core values to *“TEACH, COACH, and MENTOR.”*

Proficiency Levels & Typical Behaviors: Extensive

- Ensures time, resources, energy, learning opportunities, and actions are focused on priorities important to the changing workplace.
- Identifies and resolves disagreements/conflicts in early stages.
- Promotes a safe, fair, respectful environment in which concerns can be addressed effectively.
- Recommends changes to work practices and policies to achieve desired outcomes.

Diversity, Equity, and Inclusion: Ability to work with a variety of individuals and groups in a constructive and respectful manner while appreciating the unique contribution of an inclusive workforce that brings together the talents of people across multiple identities.

Proficiency Levels & Typical Behaviors: Extensive

- Promotes a respectful, diverse, equitable, and inclusive work environment in which concerns are addressed effectively.
- Can identify policies and practices that have a disparate impact on specific populations.
- Recommends policies and practices to advance an equitable, inclusive work environment and counter racism, sexism, and other forms of systemic bias.
- Forms respectful relationships with individuals and organizations representing diverse constituencies and seeks regular input to better understand diversity, equity, and inclusion issues and enhance recruitment efforts.
- Engages in ongoing self-reflection and continues to advance one’s own personal knowledge and skills related to diversity, equity, and inclusion.

Service Excellence/Customer Focus: Ability to meet or exceed service needs and expectations of persons served and provide excellent service in a direct or indirect manner. Ability to effectively transmit and



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interpret information through appropriate communication with internal and external constituents, stakeholders, and the community.

Proficiency Levels & Typical Behaviors: Extensive

- Participates in developing a variety of effective ways to deal with service challenges.
- Models service delivery and will coach others to deliver excellent service in a variety of settings.
- Communicates well with direct reports, peers, leadership, and external constituents.
- Utilizes various methods for information sharing and information gathering. Modifies process(es) to enhance service and outcomes.

Duties and Responsibilities:

1. Provide leadership and direction to the nursing staff, including Registered Nurses (RNs), Licensed Practical Nurses (LPNs), and Health Care Coordinators (Essential and Non-Modifiable)
2. Collaborate with the Senior Leadership team to develop and implement nursing policies, procedures, and protocols to ensure the highest standards of care. (Essential and Non-Modifiable)
3. Monitor and maintain compliance with all state and federal regulations, as well as accreditation standards related to nursing care. (Essential and Non-Modifiable)
4. Foster a culture of teamwork, professionalism, and continuous learning among the nursing staff and other departments. (Essential and Non-Modifiable)
5. Participate in interdisciplinary care conferences and collaborate with other departments to coordinate comprehensive care for residents. (Essential and Non-Modifiable)
6. Participate in various committees, such as Leadership, Quality Assurance, Safety, and Behavior Management, to contribute expertise and insights into nursing operations. (Essential and Non-Modifiable)
7. Conduct regular audits and file reviews to identify areas for improvement and implement corrective actions as necessary. (Essential and Non-Modifiable)
8. Prepare and provide reports to the board of directors and executive leadership on nursing department activities, performance metrics, and strategic initiatives as needed. (Essential and Non-Modifiable)
9. Coordinate on-call shifts and ensure adequate coverage to address resident needs during non-business hours, weekends, and holidays. (Essential and Non-Modifiable)
10. Provide direct nursing care and coverage during emergencies, staff shortages, or other unforeseen circumstances as needed. (Essential and Non-Modifiable)
11. Act as a liaison between nursing staff, individuals, families, and other healthcare providers to promote effective communication and ensure resident satisfaction. (Essential and Non-Modifiable)
12. Performs day-to-day duties that reflect Sparc's mission and core values by being actively involved in the program and the people that Sparc programs support. (Essential and Non-Modifiable)

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13. Must demonstrate exemplary performance, including but not limited to professionalism, dependability, demeanor, attendance, communication, and maintaining confidential information. (Essential and Non-Modifiable)
14. Performs other agency-related duties as assigned or required reasonably within the scope of the above-mentioned duties. "Related duties as assigned" are duties that may not be listed explicitly in the class specification or position description but are duties within the general, occupational series, and responsibility level typically associated with the employee's class of work. (Essential and Non-Modifiable)

Skills Needed:

- Must be detail-oriented with excellent time management skills and have a proven ability to routinely meet competing deadlines in a dynamic work environment.
- Possess leadership skills necessary to effectively monitor and oversee the program area and duties.
- Ability to effectively communicate with staff, community, families, and individuals supported.
- Strong leadership abilities with demonstrated experience in staff supervision, team building, and performance management.
- Excellent clinical skills and knowledge of current nursing practices and standards of care.
- Effective communication and interpersonal skills, with the ability to interact professionally with residents, families, staff, and external stakeholders.
- Strong organizational and problem-solving skills, with attention to detail and the ability to prioritize and manage multiple tasks.
- Commitment to promoting person-centered care and maintaining a safe and supportive environment for residents and staff.
- Proficient in utilizing computers, Microsoft Office Suite, electronic timekeeping systems, and electronic health record (HER) systems.

Education/Experience Requirements:

- Current/Active Illinois RN license required.
- Registered Nurse Trainer (RNT) within 6 months of employment required.
- Bachelor's degree in Nursing (BSN) preferred.
- Minimum of 5 (five) years of nursing experience.

Other Requirements:

- Experience with people with developmental disabilities preferred.
- Must have a current, valid Illinois Driver's License.
- Must have current, valid proof of automobile insurance.
- Must have reliable transportation to travel to various local work sites.
- Ability to physically manage any special needs of people supported by Sparc in order to assist program staff in emergencies, including the ability to lift, push, and pull up to 50 lbs., the ability to bend, stoop, twist, turn, squat, climb stairs, walk, stand stationary and transfer supported individuals as needed.
- Attend and satisfactorily complete all training requirements.
- Ability to work a flexible schedule as needed/required.



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Working Conditions:

- Work location includes the residences of the individuals supported. the Sparc Administration Building or Vocational Buildings. Some locations may expose the employee to mild to moderately high noise levels.
- Safety and security procedures for each individual work site must be followed.
- Staff in this role may be exposed to various illnesses and diseases as well as hazardous and toxic chemicals, with some exposure to physically threatening clients, bodily fluids, bloodborne and airborne diseases, viruses, communicable diseases, etc.

The foregoing outlines the general duties and qualifications for the Community Support DSP. This job description may be changed or modified at any time at the discretion of management, either formally or informally, verbally or in writing. Specific responsibilities may vary depending on the needs of individual clients and organizational requirements.

Employee Signature: _____

Date: _____

Supervisory Signature: _____