**TITLE: Unit Manager**

**REPORTS TO: Assist. Director of Nursing / Director of Nursing**

**METHOD OF PAY: Hourly**

**PURPOSE OF POSITION:**

The primary purpose of your job position is to assist the Director of Nursing in planning organizing, developing, and directing the day to day functions of the Nursing Department in accordance with current federal, state, and local standards, guidelines, and regulations that govern our facility, and as may be the Administrator, the Medical Director, and / or the Director of Nursing, to ensure that the highest degree of quality care is maintained at all times. Unit Manager has the authority to counsel, issue warnings, and suspend Licensed Nurses (RNs, LPNs) and CNAs.

As the Unit Manager, you are authorized the administrative powers, responsibility and accountability necessary for carrying out your assigned duties. In the absence of the Director of Nursing, you are charged with carrying out the resident care policies established by this facility.

**KEY STRENGTHS AND REQUIREMENTS:**

* Must be flexible in willingness and ability to work on any unit and/or shift needed to meet the requirements of Magnolia Manor residents.
* Must possess the ability to deal tactfully with personnel, residents, family members, visitors, government agencies/personnel, and the general public.
* Must be knowledgeable of nursing and medical practices and procedures, as well as laws, regulations, and guidelines that pertain to long-term care.
* Must possess leadership and supervisory ability and the wiliness to work harmoniously with professional and non-professional personnel.
* Must possess the ability to plan, organize, develop, implement, and interpret the programs, goals, objectives, policies, and procedures, etc. that are necessary for providing quality care.
* Must be able to relate information concerning a resident’s condition.

**EDUCATION/EXPERIENCE:**

* Must possess, as a minimum, a Nursing Degree from an accredited college or university.
* Must have, as a minimum, one (1) year experience as a supervisor in a hospital, long-term care facility, or other related health care facility.
* Must have, as a minimum, six (6) months training experience in rehabilitative and restorative nursing practices.
* Must possess a current, unencumbered license to practice as a Registered or Licensed Nursing in the state of Georgia.

**Equal Opportunity Employer**