



HARDIN COUNTY REGIONAL HEALTH CENTER

Lifespan Health Center Job Posting

POSITION: Director of Nursing
LOCATION: Florence Road

REQUISITION: #1312

Posting Date: 4/20/26

Expiration Date: open until filled

Department: Clinical

Salary Range:

Reports To: Chief Nursing Officer

Status: Exempt

Position Hours: 8:00am-5:00pm w/required lunch break

POSITION SUMMARY: The DON ensures high-quality, patient-centered, and compliant nursing care that advances the organization’s mission of empowering people to lead healthy, quality lives one patient at a time. This role oversees nursing practice across the organization, promotes excellence in care delivery, ensures regulatory compliance, and fosters a culture of compassion, accountability, and continuous improvement. The DON is responsible for managing the following clinical areas: Clinical support staff, Nursing Staff and services, and Nurse Triage. The DON reports to the Chief Nursing Officer (CNO) for all responsibilities but will work closely with other members of the Leadership Team of Hardin County Regional Health Center dba Lifespan Health. Follows the clinical direction that the Chief Medical Officer has established for the organization.

The DON works closely with the Nursing Manager and may perform some of those duties in their absence.

ESSENTIAL DUTIES/RESPONSIBILITIES:

Supervision of Clinical Support Staff

1. Recruit, hire, train, supervise, and evaluate nursing and other clinical staff, including RNs, LPNs, MAs, Phlebotomists, Ultrasound and other related clinical personnel.
2. Provides daily direction for clinic flow and patient care.
3. Trains and supervises all clinical support staff which includes visiting each site at least once a month to talk with the clinical staff to obtain input, comments, questions, concerns, and other information as may be offered.
4. Uses the input acquired to share with related departments, management, or affected groups as appropriate.
5. Responsible for all disciplinary actions for clinical staff other than those related to timekeeping.

Development of Clinical Support Staff

1. Works with clinical employees to ensure that each employee understands his/her job description; the desired results associated with his/her work, and the resources available to achieve the results.
2. Responsible for annually verifying the skills and abilities of all clinical support staff as well as a formal annual evaluation.
3. Ensure ongoing competency assessments, licensure compliance, and continuing education.
4. Trains and develops clinical support staff to ensure they meet job expectations.
5. Foster a supportive, inclusive work environment that promotes professional growth, retention, and staff well-being
6. Works closely with clinical support staff to encourage correct and “best practice” utilization of the Electronic Health Record (EHR).
7. In collaboration with the CNO, develops an agenda for the monthly nursing department meetings.

Quality, Compliance and Performance Improvement

1. Participates in Health Center-wide and specific quality improvement activities as needed.
2. Monitor clinical outcomes, patient experience metrics, and regulatory benchmarks; implement corrective actions as needed.

3. Support Patient-Centered Medical Home Recognition activities, HRSA Operational Site Visits (OSVs), audits, and compliance reviews related to nursing services.

Administrative Duties and Functions

1. Maintains and approves the purchasing and storage of vaccines, medical supplies, & equipment.
2. Performs administrative duties as necessary for the effective conduct of the above activities or as otherwise directed by the CNO.
3. Provides consistent weekly communication to the CNO, ensuring that information, reports, and materials are provided to clearly describe activities and progress toward agreed upon objectives.
4. Responsible for performing other duties as required assisting Lifespan in achieving its mission.

SPECIFIC DUTIES/RESPONSIBILITIES:

1. Possesses computer skills needed to manage position duties such as utilizing EHR; to utilize EPM as needed; to communicate through Outlook; to prepare presentations in PowerPoint and other media; to create documents such as policies and procedures; to use the Internet as appropriate for research. In addition, possesses the ability to learn and use new technology to improve clinical flow such as computer tracking and paging systems.
2. Direct supervision and responsibility for clinical support staff.
3. Possesses a strong working knowledge of the clinical delivery of primary care services, specifically, the ability to triage and manage patient needs and direct efficient workflow, more specifically possesses the ability:
 - To organize and delineate duties and to develop a system for measuring efficiency, quality, and compliance with standards of care;
 - To collaborate and interact with a diverse group of health care professionals;
 - To analyze, problem solve, and promote positive solutions;
 - To respond flexibly to the organization of clinical staffing and duties based on the changing needs of the clinic(s).
 - To organize, prioritize and delegate work appropriately; and
 - To evaluate the quality and cost efficiency of medical supplies and processes.
4. Possesses excellent people skills which will facilitate the handling or provision, in an appropriate and timely manner, of:
 - Patient relations as may be related to complaints, compliments, or concerns;
 - Personnel relations as required for the supervision of clinical staff;
 - Training and modeling of conflict resolution skills for staff;
 - Ability to give clear and timely directives;
 - Ability to provide adequate accountability and encouragement to staff for assigned tasks; given.
 - Staff training as needed;
 - Age specific, culturally sensitive, interactions with staff and visitors; and
 - Representation of Lifespan and its mission.
5. Possesses a comprehensive understanding of the medical and administrative issues involved in operating a Community Health Center/Federally Qualified Health Center which include:
 - Actively participating in a Quality Improvement/Quality Assurance Program;
 - Preparing reports, devising solutions, and implementing changes in a health care setting; and
 - Understanding and championing change in a healthcare environment.
6. Possesses management and organizational abilities as they relate to daily clinic efficiency requirements, and the ability to train and mentor a large staff in these duties.
7. Communicates regularly with management and other stakeholders in the organization around programs, projects, and other relevant information.
8. Responsible for materials management in the clinical area which includes the following:
 - Maintenance and distribution of current pricing to staff (both clinical and accounting);
 - Evaluating pricing/value and necessity of medical supplies and items purchased;
 - Ordering (directly or through delegates) of supplies for all locations;
 - Following receiving procedures in compliance with Lifespan's Financial policies; and

- Cooperating with the Finance Department to furnish all items needed for processing of payments to vendors.

EDUCATION/EXPERIENCE:

1. Bachelor's degree required or master's degree preferred.
2. Certified in Basic Life Support (BLS) and Advanced Cardiac Life Support (ACLS).
3. Active Registered Nurse (RN) License in good standing
4. Previous management experience is strongly preferred.
5. Experience in clinical quality, quality assurance, or risk management in a health care setting is preferred.
6. Experience in a community health center is a plus.
7. Current, valid driver's license and proof of auto insurance.

TO APPLY:

Internal Applicants: Please complete a transfer form and send to Human Resources.

External Applicants: Please submit a current resume to any Lifespan location.

EQUAL OPPORTUNITY EMPLOYEE

It is the policy of HCRHC not to discriminate against any employee or applicant for employment because he or she is an individual with a disability or a protected veteran, (i.e., disabled veteran, Armed Forces service medal veteran, recently separated veteran, or other veteran who served during a war, or in a campaign or expedition for which a campaign badge has been authorized). It is also the policy of HCRHC to take affirmative action to employ and to advance in employment, all persons regardless of their status as individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements. This policy shall apply to all employment actions, including but not limited to recruitment, hiring, upgrading, promotion, transfer, demotion, layoff, recall, termination, rates of pay or other forms of compensation and selection for training, including apprenticeship, at all levels of employment.