

# POSITION PROFILE

On behalf of our client



FSR is conducting a retained search for their

## Director of Nursing

for

## Benedictine Programs and Services

14299 Benedictine Lane

Ridgely, MD 21660

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## ORGANIZATIONAL BACKGROUND



**The Benedictine School** has been helping individuals with disabilities for more than 50 years with educational, residential, vocational and day services for children and adults ages 5 and older.

School programs include: functional academics; speech therapy; psychological, psychiatric, social work, counseling and case management; assistive technology; physical and occupational therapy; vocational and transitional services; and intensive collaborative programs designed for students within the Autism Spectrum.

Benedictine Adult Services is a residential and vocational program for adults ages 22 to 60+ who live in the community or in group homes with peers and continue to work within the Benedictine vocational program.

Benedictine is a fully approved, non-sectarian service provider caring for individuals with special needs without regard to racial, ethnic, or religious background, on Maryland's Eastern Shore. **The Benedictine School** is located at 14299 Benedictine Lane, Ridgely MD 21660.

**The CORE VALUES of The Benedictine School are Compassionate Caring, Dignity of Work and Hospitality.**

### **Introduction**

#### *Our mission:*

*"Helping children and adults with developmental disabilities achieve their greatest potential"*

The Benedictine School is a non-graded, twelve-month residential and day school for males and females, ages 5-21, grades K-12 with mild-severe intellectual disabilities, multiple disabilities, and autism.

Behavioral characteristics of students appropriate for admission may include those with limited or no communication skills, impulsivity, short attention span, poor judgment, resistance to change, difficulty making transitions, difficulty developing and maintaining relationships, repetitive behaviors, and obsessive insistence on sameness of routine. Also appropriate are prospective students with limited adaptive behaviors in some, or all of the following areas: functional academics, self-care, and social skills, home living, health and safety, self-direction, vocational and employment needs.

Referrals may be made by Boards of Education, Departments of Social Services, other human service agencies, private professionals or parents.

While each student is reviewed and evaluated on an individual basis, the following programming needs are not available at the Benedictine School: substance abuse treatment, the deaf/blind; severe sex offenders; fire starters or those requiring a secure facility.

The Benedictine Open Community/Adult Services Program supports persons ages 21 and over with developmental disabilities. Participants explore vocational interests, engage in job development, and build skills in industries of choice



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within a supportive environment designed to assist in finding competitive employment in the community or in volunteer positions. Community living and independent living skills are also provided and our beautifully decorated group homes provide a comfortable home environment in attractive and safe neighborhoods for those participating in our adult residential program.

## THE POSITION

### Scope and Purpose of the Position

Reporting to the Executive Director, the **Director of Nursing**, is accountable for nursing care quality levels for school, school residential and adult services clients; regulatory compliance for care provided, employee training, medication management and case management; oversight of employee injury triage program; leadership, direction and evaluation of nursing staff; interaction with family members as needed; management of psychiatric service providers; acquisition of new vendor partners as needed.

### Here are the primary duties and responsibilities:

- Direct overall quality of care provided to students and clients. Provide direct healthcare when needed.
- Develop and implement policy and procedures, and enhanced administration and documentation procedures.
- Implement medical quality assurance programs.
- Oversee all related training programs facilitated by nursing staff including but not limited to medication passing/Med Tech certification; seizure training; positional asphyxia training; CPR/FA certification
- Direct and manage nursing staff including hiring, professional development, annual reviews and disciplinary process when necessary.
- Oversee delivery of employee services, such as initial injury treatment for on the job injuries and annual TB test administration.
- Oversee provider medical services such as consultants, psychiatric care, specialists, pharmacy, etc.

### Here are the requirements you must meet:

- BSN required
- Must have current Maryland RN license in good standing.
- Prior experience in case management or as a delegating nurse in a residential care setting for clients with developmental disabilities highly preferred.
- Prior supervisory experience required, including the authority to hire, administer performance evaluation process, and terminate. Supervisory experience must include supervision of clinical professionals and/or nurses.
- Must be knowledgeable of MBON and COMAR regulations for developmental disabilities practice settings; knowledge of DDA regulations and/or DHR regulations required.
- Must be knowledgeable for Medicare and Medicaid regulations.
- Must have demonstrated expertise in team building.
- Must have outstanding verbal and written communication capabilities.
- Must be able to work occasional evenings and weekends, and be on-call for incident escalation purposes.

### And very importantly:

- Must be a strong advocate of the Benedictine mission to help children and adults with development disabilities achieve their greatest potential, and be motivated to contribute to the mission with pride and integrity.



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## THE IDEAL CANDIDATE

The ideal candidate is dedicated to making a difference in someone else's life. They would be a strong advocate for helping children and adults with developmental disabilities. Be motivated to contribute to the mission of the Benedictine School. She/he will have a Bachelor's Degree in Nursing combined with a MD state license in good standing. The candidate must be knowledgeable of MBON and COMAR regulations for developmental disabilities practice settings; knowledge of DDA regulations and/or DHR regulations required. Must be comfortable corresponding with parents when needed. Have an "all hands on deck" attitude, and be willing to walk the halls as a part of their daily routine.

### Desired Traits and Attributes of the Director of Nursing

- 5-7 years of clinical nursing experience and at least 2-3 years in a managerial position
- Thrive in a community based, optimistic environment
- Be comfortable with both children and adult populations
- A passion for helping those with developmental disabilities

### Experience Requirements

- BSN required
- Must have current Maryland RN license in good standing
- Prior experience in case management or as a delegating nurse in a residential care setting for clients with developmental disabilities highly preferred
- Prior supervisory experience required, including the authority to hire, administer performance evaluation process, and terminate. Supervisory experience must include supervision of clinical professionals and/or nurses.

### Location

Benedictine's campus is located in a rural area on the Eastern Shore of Maryland within easy driving distance of Baltimore and Washington DC. Ridgely is a town in Caroline County, known as the "Strawberry Capitol of the World". The address is:

**14299 Benedictine Lane  
Ridgely, MD 21660  
410-634-2112**



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## **FSR**

FSR is an award winning retained search and workforce solutions consulting management firm that serves clients nationwide to create the best cultural fit to meet our clients' hiring initiatives.

FSR uses uncompromising quality standards and methodologies to identify exceptional candidates, and provides a holistic picture so our clients can determine if the fit is right for their culture. This is carefully combined with the utmost respect for our candidates' optimal career planning and family requirements. We enjoy our work and we take our responsibilities to clients and candidates very seriously.

We take the time to understand the mission, vision, values and culture of our clients first to ensure the best fit for the organization and the candidate. We are committed to building long-term relationships with our clients so we can continue meeting their needs as they expand and grow over time.

FSR's consultants are well trained and our leadership has great familiarity in the industry we are doing the search. It is our practice to have a designated consultant for each of our clients to develop a deeper relationship so that they can provide great senior level candidates and insightful consultation information about the market.

To learn more about this position or to submit your resume, contact Melissa Shoemaker (contact information can be found on the cover page). All inquiries will remain confidential.



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