



COMPETENCY BASED JOB DESCRIPTION

Field	Detail
Job Title	SNF Director of Nursing (DON)
Department	Skilled Nursing Facility (SNF)
Reports To	Chief Nursing Officer (CNO), or CEO Designee
FLSA Status	Exempt / Salaried, Executive Exemption (HR-014, HR-015)
Classification Basis (CA and Federal)	The position meets the executive exemption under California law (Labor Code §515(a) and IWC Wage Order 5) and federal law (29 C.F.R. §541.100). When All of the Following Remain True: • The primary duty is management of the SNF nursing department, performed for more than 50% of work time; • The incumbent regularly directs the work of two or more full-time employees; • The incumbent hires and fires, or the incumbent's recommendations on hiring, firing, and advancement carry particular weight; • The incumbent exercises discretion and independent judgment; and • The position is paid on a salary basis at or above \$70,304 per year (twice the 2026 California minimum wage for full-time work). Charge-Nurse Limit: Federal law allows a DON to serve as charge nurse only when average daily occupancy is 60 or fewer residents (42 C.F.R. §483.35(b)). Direct-care or charge-nurse hours count as non-exempt work and must stay below the limit stated in the Performance Measures, or the position becomes Non-Exempt. HR reviews the classification annually.
Pay Range	\$156,000 – \$183,414 Annual Salary (Hourly Equivalent \$75.00 – \$88.18 at 2,080 Hours, or \$83.33 – \$97.98 at 1,872 Hours for a 12-Hour Clinical Shift Schedule), Based on Verified Years of Nursing Leadership Experience and Qualifications
License / Certification	Current, Valid, and Unrestricted California Registered Nurse License (California Board of Registered Nursing, Business and Professions Code §2700 et seq.); BLS (CPR) Certification
Work Location	Southern Inyo Healthcare District Skilled Nursing Facility (33 Licensed Beds) 501 East Locust Street; Lone Pine, CA
Schedule	Full-Time Salaried Schedule, Primarily Weekday, with On-Call Availability and Occasional Weekend, Evening, and Holiday Coverage as Operations Require; Serves Only This Facility
Effective Date	[Insert Date]
Position Review	This Job Description Describes the General Nature and Level of Work Expected and May be Updated Based on District Operational, Regulatory, Licensing, or Resident-Care Requirements.

Job Summary

The SNF Director of Nursing plans, organizes, directs, controls, and coordinates nursing and health services in the 33-bed Skilled Nursing Facility. The position is accountable for management responsibilities that



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include staffing, leading, staff morale, resident and family satisfaction, quality, organization, and regulatory compliance. A key component of success is the ability to partner with District departments, including Quality, Compliance, and Patient Financial Services.

The DON is the designated full-time Registered Nurse responsible for nursing services under federal and California requirements. The position oversees the nursing leadership team, staff development and CNA training, MDS and care planning, infection prevention, medication safety, QAPI, and survey readiness, and reports to the Chief Nursing Officer (CNO), or CEO designee.

Essential Duties and Responsibilities

A. SNF Operations and Policy

- Maintains SNF Operations Guidelines by Reviewing, Writing, And Updating Policies and Procedures
- Oversees SNF Operations by Initiating, Coordinating, and Enforcing Program, Operational, and Personnel Policies and Procedures
- Ensures Compliance with State and Federal Regulations and Investigates and Corrects Problems, Issues, and Concerns
- Serves as the Designated Full-Time Director of Nursing for the Facility and Only this Facility

B. Clinical Quality and Documentation Oversight

- Reviews and Audits Dietary, Pharmacy, and Resident Medical Records, and Documents and Communicates Actions, Irregularities, and Continuing Needs
- Attends And Documents the SNF Quality Assurance and Infection Control Meetings and Leads Nursing Participation In QAPI
- Oversees the Quarterly Medical Review and Ensures Physician Orders, Visits, and Medication Regimen Reviews are Completed and Acted on
- Reviews Clinical Outcome Indicators Monthly, Including Falls, Pressure Injuries, Weight Loss, Antipsychotic Use, Infections, and Hospital Transfers, and Directs Improvement Actions

C. Resident Protection and Safety

- Develops and Interprets Infection-Control Policies and Protocols and Oversees the Infection Prevention and Antibiotic Stewardship Programs
- Reviews and Enforces Medication Administration and Storage Procedures and Controlled-Substance Regulations, in Partnership with the Pharmacist-in-Charge
- Ensures Nursing Compliance with Procedures, Rules, and Regulations Regarding Patient Safety, Infection Prevention, and Sanitation, in Partnership with the EVS and Life Safety Teams
- Ensures Every Allegation of Abuse, Neglect, or Exploitation Is Reported and Investigated as Required by Law

D. Staffing And Staff Development

- Plans And Posts Nursing Staffing to Meet Minimum Direct Care Service Hours Per Patient Day, Resident Acuity, and Regulatory Requirements, and Reviews Payroll-Based Journal Data
- Participates in The Screening, Interviewing, And Selection Of Staff, And Makes Or Recommends Hiring, Discipline, Promotion, And Separation Decisions
- Conducts Annual Staff Evaluations And Periodic Reviews Of Job Descriptions
- Develops And Oversees The Director Of Staff Development (DSD)



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- Supports the DSD in Developing and Running Training Programs, the CNA Certification Program, and Staff In-Service Training Programs
- Defines, Directs, and Supervises the Nursing Leadership Team, Including but Not Limited to the RN Clinical Care Coordinator, Charge Nurses, MDS Coordinator, Social Services, Activities Director, and DSD
- Conducts Regular SNF Department Meetings with the Broader SNF Leadership Team, Including EVS, Dietary, Quality, and Nursing Leaders, Covering Clinical, Social, Environmental, and Operational Aspects of Facility Operations
- Ensures Daily Morning Huddles Are Held and Are Informative and Productive

E. Resident Care Requirements and Coordination

- Identifies Resident Care Requirements and Coordinates Services with Community Agencies, Physicians, Families and Residents, and Other Departments
- Supervises Resident Admissions, Resident Assessments, MDS, Discharge Planning, the Activities Program, and Care Plans on All SNF Residents
- Ensures the RN Clinical Care Coordinator Maintains Regular Communication with the Medical Director on Resident Care, Policy, and Provider Issues
- Directs Dietary Services Jointly with the Dietary Manager and the Consultant Dietitian on Nutrition and Weight Concerns

F. Fiscal and Administrative Responsibility

- Participates in the Annual Nursing Budget and Monitors Labor Hours, Overtime, Agency Use, Supplies, and Equipment Against Budget
- Partners with the District Quality Department on the Facility's Response to Regulatory Surveys and on the Development and Implementation of Plans of Correction
- Ensures Adherence to All Plans of Correction in Conjunction with Quality Department Recommendations and Oversight
- May Perform Other Related Duties as Assigned and Deemed Necessary by the CNO

G. Communication, Compliance and Mandatory Reporting

- Immediately Reports Suspected Abuse, Neglect, or Exploitation and Resident-Safety Events as Required by Law and District Policy
- Maintains Confidentiality of All Proprietary and Confidential Information and Complies with HIPAA and District Privacy Policies
- Participates in the Compliance Program and Code of Conduct, and Does Not Participate in or Allow Retaliation Against Those Who Report Good-Faith Concerns

H. Professional Standards

- Displays Integrity and Professionalism, Completes All Compliance Training, and Understands and Follows District Policies, Including Harassment and Compliance Procedures
- Displays Effective Team-Building Skills and Exhibits Excellent Customer Service and a Positive Attitude Toward Residents, Families, and Co-Workers
- Performs Other Duties Reasonably Related to the Position and Consistent with the Incumbent's License, Qualifications, and Department Needs



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Knowledge, Skills and Abilities

Knowledge of

- Nursing Administration Practices and Procedures and the Laws, Regulations, and Guidelines Governing Nursing Administration in Skilled Nursing Facilities
- In-Depth Knowledge of Legal Policies and Regulations in the Healthcare Industry, Including 42 CFR Part 483, California Title 22, and Health and Safety Code Staffing Requirements
- Geriatric and Post-Acute Clinical Care, MDS and Care Planning, Infection Prevention, and Medication Safety
- Budgeting, Staffing, Labor Relations, and Employment Law as They Apply to Nursing Leadership
- Quality Assurance and Performance Improvement (QAPI) Methods and Survey Readiness

Ability To

- Lead, Motivate, and Hold Accountable a Nursing Team and Function at an Expert Level in the Field of Practice
- Make Independent Decisions When Circumstances Warrant and Exercise Sound Judgment Under Pressure
- Communicate Effectively with Physicians, Residents, Families, Regulators, Nursing Staff, and Other Leaders
- Respond to Common Inquiries or Complaints from Residents, Patients, Physicians, Peers, Regulatory Agencies, or Members of the Business Community
- Collect, Analyze, and Manage Data and Use Data to Drive Improvement
- Work Independently and Collaboratively and Manage Multiple Priorities in a Small Rural Facility
- Read, Write, Speak, and Understand the English Language
- Ability to Lift, Move, or Transfer Residents as Necessary, Including Assistance with Mobility, With the Ability to Lift Up to 50 Pounds Occasionally (More When Using Assistive Devices or a Team Lift)
- Sit, Stand, Bend, Lift, Push, Pull, Stoop, Walk, Reach, and Move Intermittently During Working Hours

Minimum Qualifications

License and Education

- Current, Valid, and Unrestricted California Registered Nurse License Issued by the California Board of Registered Nursing, Maintained in Good Standing Throughout Employment
- Bachelor of Science in Nursing (BSN) Required
- Eligible to Serve as the Designated Full-Time Director of Nursing Under 42 CFR §483.35(b), Health & Safety Code §1250(c), and Title 22 CCR §72103

Certification, Experience and Development

- Minimum of Two Years of Experience in a SNF Nursing Leadership Role (Required)
- CPR/BLS Certification Upon Hire or Obtained During Orientation, and Kept Current During Employment
- In-Depth Knowledge of Legal Policies and Regulations in the Healthcare Industry



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Other Requirements

- Satisfactory Completion of the Conditions of Employment Under HR-032, Including Criminal Background Clearance as Required by California Law for Long-Term-Care Personnel, Drug Test, Tuberculosis and Other Required Health Clearance, Physical Exam, and Satisfactory References
- Ability To Meet Immunization and Health-Clearance Requirements Applicable to Long-Term-Care Personnel
- Ability to Communicate Clearly, Orally and in Writing, in English
- Ability to Work Independently and to Respond to Common Inquiries or Complaints from Residents, Families, Physicians, Peers, and Regulatory Agencies

Preferred Qualifications

The following are not required but will be given favorable consideration:

- Master's Degree in Nursing, Healthcare Administration, or a Related Field
- Long-Term Care or Gerontological Nursing Certification, Including Director of Nursing Services–Long Term Care (DNS-LTC) or Similar
- Experience with Regulatory Surveys, Plans of Correction, and QAPI in a Skilled Nursing Facility
- Experience as a Director of Staff Development or Infection Preventionist
- Experience in a Rural or Small-Facility Setting
- Bilingual English and Spanish Communication Skills

Compensation and Experience Placement

Placement within the range is based on verified years of relevant experience, license or credential, and internal equity. The range reflects the hard-to-fill and hard-to-retain Eastern Sierra location and is compared below with the Eastern Sierra–Mother Lode and California statewide market data (25th, 50th, and 90th percentiles) and the SIHD wage scale. Market hourly rates are annualized two ways: at 2,080 hours (a standard full-time year, which applies to the salaried DON) and at 1,872 hours (the District's clinical schedule of three 12-hour shifts per week for 52 weeks).

Market Reference (Eastern Sierra–Mother Lode Nonmetropolitan Area and California Statewide)	Hourly Rate	Annual at 2,080 Hours	Annual at 1,872 Hours (12-Hour Shifts)
Eastern Sierra–Mother Lode: 50th Percentile	\$66.65	\$138,632	\$124,769
Eastern Sierra–Mother Lode: 90th Percentile	\$111.98	\$232,918	\$209,627
California Statewide: 50th Percentile	\$68.02	\$141,482	\$127,333
California Statewide: 90th Percentile	\$132.05	\$274,664	\$247,198



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SIHD Salary Scale and Pay Range	Annual Salary	Hourly Equivalent at 2,080 Hours	Hourly Equivalent at 1,872 Hours	Position in Both Markets (25th / 50th / 90th)
SIHD Scale Minimum	\$108,160	\$52.00	\$57.78	25th–50th
SIHD Scale Midpoint	\$149,531	\$71.89	\$79.88	50th–90th
Pay Range Entry	\$156,000	\$75.00	\$83.33	50th–90th
Pay Range Top (Scale Maximum)	\$183,414	\$88.18	\$97.98	50th–90th

Hourly figures are shown for comparison only; the position is paid a fixed annual salary. Annual market figures equal the hourly rate multiplied by 2,080 hours or by 1,872 hours. Clinical staff at SIHD work three 12-hour shifts per week (1,872 hours per year), so the 1,872-hour columns show what the same rate or salary equals on a clinical shift schedule. Entry (\$75.00 per hour at 2,080 hours; \$83.33 at 1,872 hours) is above both medians (Eastern Sierra \$66.65; statewide \$68.02) because of the hard-to-fill and hard-to-retain location and the 24-hour accountability of the role. Top (\$88.18 at 2,080 hours; \$97.98 at 1,872 hours) equals the SIHD scale maximum and is below both 90th percentiles (Eastern Sierra \$111.98; statewide \$132.05), which are well above the scale; a scale review is recommended. The Entry salary is below the annualized Top staff RN rate (\$169,000); because staff RNs earn overtime, the resulting pay inversion should be monitored. Offers above Mid require CEO approval and must follow the District's salary-approval process.

Why the Position Is Salaried

The DON is paid a fixed annual salary, not an hourly rate, because the position meets the executive exemption under California law (Labor Code §515(a) and IWC Wage Order 5) and federal law (29 C.F.R. §541.100). Its primary duty is management of the SNF nursing department; the DON regularly directs two or more full-time employees, makes or recommends hiring and firing decisions that carry particular weight, exercises discretion and independent judgment, and is paid a salary of at least \$70,304 per year (twice the 2026 California minimum wage for full-time work). Because the pay is for the job and not for hours worked, the hourly and 1,872-hour figures above are reference points only. HR-014 and HR-015 govern the classification.

When the Position Must Be Reclassified as Non-Exempt

The position is Non-Exempt and must be paid hourly with overtime, meal and rest periods, and timekeeping under District policy, if any of the following becomes true:

- Management is No Longer the Primary Duty or is Performed for 50% or Less of Work Time;
- The Incumbent No Longer Regularly Directs Two or More Full-Time Employees;
- The Incumbent's Recommendations on Hiring, Firing, and Advancement No Longer Carry Particular Weight;
- The Incumbent No Longer Exercises Discretion and Independent Judgment;
- The Salary Falls Below \$70,304 Per Year; or
- Charge-Nurse or Direct-Care Hours Exceed 20% of Monthly Work Hours, the Limit Stated in the Performance Measures, Because those Hours Count as Non-Exempt Work.



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A DON may serve as charge nurse only when average daily occupancy is 60 or fewer residents (42 CFR §483.35(b)). If the position is reclassified, the hourly rate is set from the salary range using 2,080 hours for a standard schedule or 1,872 hours for a 12-hour clinical shift schedule, as shown in the table above. HR reviews the classification annually.

Performance Measures

Performance is measured against strict, specific targets aligned with a 33-bed SNF. Measures tied to a regulatory timeframe are held to 100%. With a small census, a single resident can swing a percentage, so safety outcomes are measured as zero preventable events, with every event individually reviewed, and process measures are held to 100%. The supervisor confirms targets at least annually.

1. Staffing and Nursing Services

Measure	Target
Direct Care Hours	100% of Days Meet the Required Minimum Direct Care Service Hours Per Patient Day (Including the CNA Component), with any Shortfall Reviewed and Corrected the Next Business Day
Staffing Posting and Payroll Data	100% of Daily Staffing Postings Complete; Payroll-Based Journal Data Submitted and Verified by Each Deadline
Registered Nurse Coverage	RN Coverage for at Least 8 Consecutive Hours Per Day, 7 Days Per Week, or a Documented Waiver
Vacancy and Turnover	Nursing Vacancies Reviewed Weekly; Turnover Tracked Monthly; Written Retention Plan for Any Rolling 12-Month Turnover Above 35%
Direct-Care or Charge-Nurse Hours	No More Than 20% of Monthly Work Hours in Charge-Nurse or Direct-Care Coverage; Any Month Above 20% Reported to the CNO and HR Within 5 Business Days

2. Clinical Quality and Outcomes

Measure	Target
Preventable Harm	Zero Preventable Facility-Acquired Stage 3, Stage 4, or Unstageable Pressure Injuries; Zero Preventable Falls with Major Injury; Each Event Reviewed Within 72 Hours
Medication Safety	Zero Significant Medication Errors; Medication Error Rate Under 5%; Medication Regimen Review Irregularities Acted On Within 7 Days
Weight and Nutrition	100% of Significant Weight Changes Reviewed by the IDT and Dietitian Within 2 Business Days
Quarterly Medical Review	100% of Residents with Required Physician Visits and Orders Current



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Measure	Target
Antipsychotic and High-Risk Medication Use	100% of Residents on These Medications Reviewed Monthly for Clinical Need and Gradual Dose Reduction

3. Care Planning and Assessment Oversight

Measure	Target
MDS Completion	100% of Assessments Completed and Transmitted Within Regulatory Timeframes
Comprehensive Care Plans	100% Developed Within 7 Days After the Comprehensive Assessment and Reviewed Quarterly
Care-Plan Meetings	100% of Residents with a Documented Meeting at Least Quarterly
Chart Audits	At Least 11 Resident Records Audited Per Month with 95% or Higher Compliance Score; Deficiencies Corrected Within 7 Days

4. Regulatory Compliance and QAPI

Measure	Target
Survey Results	Zero Repeat Deficiencies; Zero Deficiencies at Harm Level or Above
Plan of Correction	100% Submitted by the Deadline and Every Corrective Action Completed on Schedule, in Collaboration with the Quality Department
Abuse, Neglect, and Incident Reporting	In collaboration with the Quality Department, 100% Escalated Immediately; 100% Reported Within 2 Hours (Abuse or Serious Bodily Injury) or 24 Hours (Other); 100% of Investigation Results Reported Within 5 Working Days
QAPI Participation	Present at 100% of QAPI Meetings; Every Performance Improvement Project Milestone Met on Schedule
Infection Prevention and Antibiotic Stewardship	100% of Monthly Surveillance Reports Reviewed and Submitted to QAPI by the 10th of the Following Month



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5. People, Training and Culture

Measure	Target
Annual Evaluations	100% of Direct Reports Evaluated by the Anniversary Date
Orientation and Training	100% of New Nursing Staff Complete Skills Validation Before Independent Assignment; 100% of Staff Compliant with Mandatory Training and Competencies
CNA Program	CNA Training and In-Service Program Delivered on Schedule; at Least 12 In-Service Hours Per CNA Per Year
Staff Concerns and Non-Retaliation	100% of Staff Concerns Acknowledged Within 1 Business Day; Zero Substantiated Retaliation or Harassment Findings
Job Descriptions	100% of Nursing Job Descriptions Reviewed Annually

6. Fiscal and Professional Performance

Measure	Target
Budget	Nursing Labor and Supply Costs Within 5% of Budget; Variances Explained in Writing Monthly
Medical Director and Physician Communication	Documented Communication for 100% of Significant Changes and Policy or Provider Issues
Licensure	Zero Lapses; Renewal Documentation Submitted to HR at Least 60 Days Before Expiration
Professionalism and Reliability	Zero Substantiated Complaints; All Compliance Training Complete by the Due Date

Regulatory Requirements for the 33-Bed SNF

This table summarizes requirements most relevant to the role and does not replace the regulations. The District's Compliance function confirms applicability and updates it when requirements change. Where state and federal requirements differ, the more stringent requirement applies.



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Requirement	Source
Designated Full-Time Registered Nurse as Director of Nursing; May Serve as Charge Nurse Only If Average Daily Occupancy Is 60 or Fewer	42 CFR §483.35(b)
Sufficient, Competent Nursing Staff; Facility Assessment	42 CFR §483.35(a); 42 CFR §483.70(e)
Minimum Direct Care Service Hours Per Patient Day and Staffing Posting	Health & Safety Code §1276.65
Payroll-Based Journal Staffing Data Submission	42 CFR §483.70(a)
Quality Assurance and Performance Improvement	42 CFR §483.75
Compliance and Ethics Program	42 CFR §483.85
Abuse, Neglect, and Exploitation: Prevention, Reporting, and Investigation	42 CFR §483.12; Welfare & Institutions Code §15630
Training Requirements, Including Nurse Aide In-Service	42 CFR §483.95
Infection Prevention and Control Program and Antibiotic Stewardship	42 CFR §483.80
Executive Exemption and Salary Floor	Labor Code §515(a); 29 CFR §541.100
California Skilled Nursing Facility Licensing Requirements	Title 22, California Code of Regulations, Division 5

Working Conditions

- Works in the Skilled Nursing Facility and Administrative Offices
- Subject to Frequent Interruptions and On-Call Availability
- Attends and Participates in Continuing Education Programs
- Involved with Residents, Associates, Visitors, Government Agencies and Personnel, and Others Under All Conditions and Circumstances
- Subject to Hostile and Emotionally Upset Residents, Family Members, and Others
- May Work Beyond Regular Working Hours, on Weekends and Holidays, and in Other Positions Temporarily as Necessary
- Subject to Falls, Burns from Equipment, Odors, and Similar Hazards throughout the Workday
- Exposure to Infectious Waste, Diseases, And Conditions, Including Exposure to Bloodborne Pathogens Such as the AIDS and Hepatitis B Viruses

Reasonable Accommodation Will Be Considered Consistent with Applicable Requirements.

Role Authority and Escalation

The Director of Nursing directs SNF nursing services and exercises independent clinical and managerial judgment within District policy and the authority delegated by the CNO or CEO designee. The DON makes or recommends hiring, discipline, and separation decisions in accordance with District policy and Human



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Resources review, and does not independently approve compensation changes or make decisions outside delegated authority.

Resident-safety events, suspected abuse or neglect, survey and compliance concerns, staffing shortfalls, significant outcomes, and HIPAA or privacy concerns must be escalated promptly to the Chief Nursing Officer (or CEO designee) and, as applicable, the Administrator/CEO, the Medical Director, Compliance/Privacy leadership, or Human Resources.

Employee Acknowledgment

I acknowledge that I have reviewed this job description and can fulfill these responsibilities. This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. I understand that Southern Inyo Healthcare District reserves the right to revise this job description without notice.

Employee Printed Name: _____ **Signature:** _____ **Date:** _____

Supervisor (DON) Name: _____ **Signature:** _____ **Date:** _____

Human Resources Name: _____ **Signature:** _____ **Date:** _____



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