

## **WILLOWS WAY, INC.**

*Quality Supports for Individuals with Developmental Disabilities for 28 Years*

### **Associate Director of Health Services**

**(Registered Nurse)**

**Full Time Exempt**

**\$50,000 Annually**

At Willows Way, we envision people of all abilities having the opportunity to experience a sense of home, a feeling of security and an avenue for personal growth. Willows Way empowers individuals with intellectual and developmental disabilities to live a life beyond limits through personalized support and community engagement. We are a non-profit organization which provides customized, in-home services 24 hours a day to approved individuals.

We are looking for an Associate Director of Health Services to assure quality of health care and provide an R.N. level of oversight and staff guidance regarding client health and medical services. The Associate Director of Health Services will guide others to standards of health and medical care regarding Department of Mental Health and accreditation guidelines. The Associate Director of Health Services will provide training on health and medical topics as needed.

#### **Excellent Benefits**

**Weekly Pay, 8 Paid Holidays, Personal Days, Paid Vacation, 401K/Roth IRA Retirement Plan Options, Generous Health, Dental & Vision Coverage, Health Reimbursement Arrangement (assistance with deductible costs), Short Term Disability, Long Term Disability and more.**

#### **QUALIFICATIONS**

- Current RN License
- Two years experience in the field of services for people with intellectual and developmental disabilities and/or home health care services.
- Driver's License, car insurance and reliable transportation.
- Ability to pass all background checks.

## **CORE RESPONSIBILITIES**

- Assure quality of health care and provide oversight and guidance regarding health and medical issues of clients with intellectual and developmental disabilities.
- Guide others to standards of health and medical care regarding Department of Mental Health and accreditation guidelines.
- Provide training on health and medical topics as needed.
- Supervise part time RNs
- Monitor health appointments by giving guidance to staff on appointments and attend when deemed necessary.
- Ensure that staff obtains physician's orders for all prescribed medications, PRN medications, adaptations, etc...
- Support the contracted pharmacy with the updating of "Physician's Orders" for each client as written by their physicians.
- Oversee and/or complete face to face visits monthly with clients in their homes in the St. Louis metropolitan area coordinating part time RN staff.

Our client's homes are located throughout St. Charles and St. Louis counties. The main office is located in St. Charles, MO.

### **WILLOWS WAY**

**800 FRIEDENS ROAD | SUITE 100 | ST. CHARLES, MO 63303 | 636-757-0511**

[WWW.WILLOWSWAY.ORG](http://WWW.WILLOWSWAY.ORG)

Resumes may be submitted to [hr@willowsway.org](mailto:hr@willowsway.org)

*Willows Way, Inc. is an equal opportunity employer*