

Nursing Manager, Personal Assistance Services

University Place's Personal Assistance Services (PAS), helps residents within their own homes on a temporary or short-term basis.

PAS, in the short-term, is designed to quickly return residents to their active lifestyles and then provide further support in the long term. Among the services offered are medication reminders, three daily meals, and assistance available throughout a 24-hour period, enabling residents to live with greater independence for as long as possible.

PRINCIPAL ACCOUNTABILITIES

Develop a working knowledge of the patient population and physician relationships; build business plans that meet the needs of our customers. Ensures operations are in line with the strategic business objectives of the facility.

Evaluates the performance level of the unit and individuals. Defines performance expectations, measurement tools, and policy and processes. Supports the instruction of educational programs that promote staff competency.

Evaluates and provides recommendations for the staffing levels required to perform the

functions of the unit. Allocates work assignments in a manner that improves customer

service levels, increases productivity and net revenue in the facility.

Monitors quality improvement efforts and makes recommendations for change as

necessary. Works with peers to improve workflow and departmental processes.

Assists with the planning, development, and direction of capital expenditures, business

objectives, departmental goals, and special projects.

Manages expenses as defined by the department budget and monitors cost reports, making

adjustments as necessary to reconcile variances.

Leads in the preparation of departmental compliance with all regulatory requirements.

Provides direct nursing care as needed. Adheres to all regulatory and Texas Board of

Nursing standards.

Ensures safe care to patients, staff and visitors; adheres to all Memorial Hermann policies,

procedures, and standards within budgetary specifications including time management,

supply management, productivity and quality of service.

Promotes individual professional growth and development by meeting requirements for

mandatory/continuing education and skills competency; supports department-based goals

which contribute to the success of the organization; serves as preceptor, mentor and

resource to less experienced staff.

Demonstrates commitment to caring for every member of our community by creating

compassionate and personalized experiences. Models Memorial Hermann's service

standards by providing safe, caring, personalized, and efficient experiences to patients and colleagues.

Other duties as assigned.

Experience / Knowledge / Skills:

Demonstrated computer skills with the Microsoft Office Suite of products (Excel, Access, Word, PowerPoint)

Strong interpersonal and communication skills

Performs duties in a manner to promotes quality patient care and customer service/satisfaction, while promoting safety, cost efficiency, and a commitment to the CQI process

No visa sponsorships supported

Travel not required

The Houston Chronicle named us a Top Workplace for the 10th consecutive year.

Requirements

MINIMUM QUALIFICATIONS

Five (5) to seven (7) years of healthcare experience

Education: Bachelor's Degree or commensurate experience

Licenses/Certifications:

Licensed Vocational Nurse, or

Current State of Texas license or temporary/compact license to practice

professional

Certified in Basic Life Support

Location

Houston, Texas 77040

Profession

Registered Nurse

Specialty

Other

Employment Type

Permanent

Shift

8-5PM

Employer

[Nsight Alliance LLC](#)