

## Job Description :: Nursing Director

---

**About Ekisa ::** Ekisa is a Christian ministry, U.S. registered 501c3 and Ugandan NGO working in Jinja, Uganda with children having special needs and disabilities.

**Primary purpose and function ::** Managing the medical care aspect of children living in Ekisa Ministries' Residential Program and directing the medical care of community clients in the Community Care Program. The Nursing Director aims to promote health and prevent disease while alleviating anxiety for all our clients.

**Reports to ::** Executive Director      **Classification of personnel ::** Full-time

---

### Duties and responsibilities ::

#### Management

- Oversee Ugandan nursing staff, currently 3 nurses
- Conduct regular nursing staff meetings to address issues and increase communication among the day and night nursing staff
- Maintain daily communication with child care staff
- Present information to the Management Team for major medical decisions to allow a group-based decision
- Hiring and oversight of all Ugandan nursing staff, evaluations, scheduling annual leave, and finding temporary replacements, ensuring current licenses

#### Medical Care

- Meet the medical needs and goals of the children in Ekisa's residential and community programs
  - Ensure the children's best interest is priority, and maintain a child-focused approach
  - Provide quality care by assessing and interpreting medical investigations
  - Determine medical treatment plans in consultation with physicians or by prescription
  - Be on-call to assist both day and night nursing staff
- Ensure accurate documentation of all information regarding each child's health in appropriate locations
- Maintain inventory of all medications and medical supplies
- Monitoring distribution of daily and short-term medications for children living at Ekisa

#### Community Medical Care

- Work with Social Work Department on community clients
  - Advising on health care issues and treatments
  - Oversight of field-nurse doing visits
  - Distribution of prescribed medications
- Receive or obtain copies of medical records and treatment happening with community clients and input into Ekisa's online database
- Utilize data to measure impact of our programs
- Liaise with partnering community clinics where clients visit; Ensure that invoices are being paid
- Maintain safe and clean working environment by complying with procedures and regulations
- Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications, and establishing personal networks
- Maintain patient confidentiality and protect Ekisa's operations by keeping information confidential

#### Other

- Participation on the Ekisa leadership team
- Behavior both in professional and private life that is exemplary and aligned with Ekisa's code of conduct
- Ability to drive in Uganda

#### **Necessary Skills ::**

- An effective leader of others
- Strong administrative and organization skills
- Competency in working in cross-cultural setting
- Temperament to work with children having special needs and disabilities
- Ability to respond and assist during emergencies
- Critical thinking and problem solving skills, which extend beyond medical decisions and into dealing with people, programs, and policies
- Computer skills including: Microsoft Office and Google Drive

#### **Minimum requirements ::**

- Nursing Degree with an active license in good standing with your local Board of Nursing
- Current Ugandan Nursing License (This is obtained after arrival to Uganda and an 8-week rotation in a Uganda hospital)
- Minimum commitment of 18 months

**Salary ::** Ekisa's Missionary/Expat staff are salaried employees but also are expected to fundraise to offset a portion of their salary.