



Job Description – Assistant Director of Nursing (ADON)

Location:

Florida – Hybrid (Remote & Occasional On-site Visits)

Employment Type:

Phase 1 (Licensing): Light collaborative support (if required by AHCA)

Phase 2 (Post-Licensing): Part-time or full-time, based on need and mutual agreement

About SunNest Senior Services:

SunNest is a purpose-driven home care agency in Florida, dedicated to delivering compassionate support to seniors and individuals with unique needs. We're building a team of professionals who want to make a difference from the ground up.

Role Overview:

The Assistant Director of Nursing (ADON) supports the DON in managing clinical operations, supervising caregivers, ensuring care quality, and upholding AHCA compliance. The ADON also serves as a critical backup for clinical leadership and may support caregiver training and onboarding.

Key Responsibilities:

- Licensing Phase (If Applicable)
 - - Assist in providing credentials or documentation as needed
 - - Participate in planning and reviewing Emergency Management protocols
 - - Serve as secondary clinical liaison for AHCA
- Post-Licensing Role
 - - Support the DON in implementing and overseeing care plans
 - - Conduct supervisory visits and audits to ensure service quality
 - - Assist in training and onboarding of caregivers
 - - Monitor documentation, caregiver performance, and compliance
 - - Act as interim DON when needed, per agency policy



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- - Help resolve client or staff issues with professionalism and care

Qualifications:

- - Active RN license in Florida (Required)
- - At least 1 year of nursing experience (Home Health preferred)
- - Strong team player with a proactive mindset
- - Reliable, compassionate, and detail-oriented
- - Ability to lead when needed and support overall care coordination

What We Offer:

- - Opportunity to grow within a purpose-driven agency
- - Flexibility in role scope and schedule based on availability
- - Warm, collaborative environment with a shared mission
- - Future leadership pathway as the agency expands