



District Nursing Director for District 5-2 Macon/Middle Georgia Area

SALARY: Depends on Qualifications

OPENING DATE: 12/31/14

CLOSING DATE: Continuous

DESCRIPTION:

Pay Grade: 018

Plans, organizes, and directs all nursing activities in assigned facility. Responsible for the quality of nursing care delivered in hospitals, public health facilities, and community based programs. Directs subordinate managers and staff.

JOB DESCRIPTION:

Coordinates response to disaster and emergencies

Sets priorities in collecting significant data related to client and/or health care delivery problems.

Evaluates demographic, epidemiologic, biostatistical and customer data to anticipate and identify risks and patterns of morbidity and mortality.

Identifies and interacts with key community leaders informally and formally as a part of the assessment process.

Participates in the formal community assessment process. Represents Public Health and its role of protecting and promoting the community's health.

Communicates the need for ongoing community assessments to community leaders.

Explores need for public health service considering activities of other community agencies.

Determines priority for offering services based on assessment of client needs and staffing requirements for program.

Develops and manages the budget and makes cost effective decisions

1. Provides leadership in convening and facilitating community groups to evaluate health concerns identified in the assessment process.
2. Informs policy makers about the impact of regulations, budget decisions and other factors on the health care of the community.
3. Promotes programmatic standards of care within the community.

4. Develops program plans for district nursing services in accordance with community needs and agency objectives.

Develops policies, sets standards and plans objectives for the nursing program in accordance with established policies

1. Assimilates data collected regarding identified individual and/or community health needs. Sets goals and objectives for meeting the identified health needs.
2. On basis of analysis of data and performance review of pertinent agency objectives and requirements, decides the need for revision of district nursing goals, policies and procedures. Develops and implements new processes and policy as needed.
3. Coordinates with other agencies and programs to establish priorities for populations to be served.
4. Develops program plans for district nursing services in accordance with community needs and agency objectives.
5. Evaluates unit policies, procedures and processes and recommends/ implements changes to ensure that assigned unit is functioning efficiently.

Develops staffing patterns

1. Assures the provision of services to individuals and families including physical assessment, health education, counseling, developmental screening, diagnoses and treatment.
2. Addresses cost per unit of service based on provider's salary.
3. Assures that prevention and intervention efforts for communicable diseases and other public health conditions are being appropriately implemented.
4. Collaborates with the community including various health care providers to reduce barriers to providing health care.
5. Assists the community in implementation of its intervention plan.
6. Seeks to develop or maintain partnerships with private providers to link preventive and wellness services to primary care in the community.
7. Seeks financial and human resources to promote the implementation of the assurance function.

Evaluates nursing standards and nurse protocols for all nursing programs

1. Defines nursing activities within specific program areas that will meet identified individual and/or community health needs.
2. Assures that standard therapeutic regimen are implemented and maintained by all personnel under immediate and general supervision.
3. Develops and updates protocols with the staff, Medical Director and consultant annually and as needed.
4. Develops plan for marketing public health services to community
5. Coordinates with other public health disciplines and community agencies to ensure services are provided in the most effective and efficient manner.
6. Assists with writing grant proposals as necessary to obtain additional resources for provision of services.

Initiates and participates in the development of community wide policy to improve the health status of the stakeholder

1. Assigns and prioritizes the unit's work to meet the organization's objectives. Directs and reviews work assignments.
2. Monitors progress and productivity of assigned staff.
3. Communicates organization's goals and objectives to staff.
4. Establishes unit goals and objectives consistent with the organization's mission.
5. Assists staff in resolving problems encountered in work assignments.
6. Evaluates unit policies, procedures, and processes and recommends/implements changes to ensure that assigned unit is functioning efficiently.

Interprets policies and communicates changes in regulations and procedures

1. Defines goals and/or required results at beginning of performance period and gains acceptance of ideas by creating a shared vision.
2. Communicates regularly with staff on progress toward defined goals and/or required results; providing specific feedback and initiating corrective action when defined goals and/or required results are not met.
3. Confers regularly with staff to review employee relations climate, specific problem areas and actions necessary for improvement.
4. Evaluates employees at scheduled intervals; obtains and considers all relevant information in evaluations and supports staff by giving praise and constructive criticism.
5. Recognizes contributions and celebrates accomplishments.
6. Motivates staff to improve quantity and quality of work performed and provides training and development opportunities as appropriate.

Makes long-range plans and regularly reviews activities, problems and functions of services being delivered

1. Provides input into the preparation of the budget according to established formats, guidelines and due dates.
2. Ensures that budget is developed within allowed tolerances in budget categories.

3. Monitors expenditures to ensure conformity to budget category allowances. Identifies potential cost overruns.

Organizes and plans a systematic and continuous quality/performance improvement program for the practice of nursing

1. Establishes criteria or measures to be used in evaluation of program outcomes or achievements.
2. Assesses program objectives, activities and outcomes the training and skills of each staff member involved in program activities. Makes recommendations regarding changes needed to improve program effectiveness and efficiency.
3. Analyzes program statistics and non-staff resource utilization. Seeks staff input. Makes recommendations regarding program or resource changes needing further study.

Oversees the collection of data for statistical records

1. Interviews applicants or employees to fill vacancies or promotional positions according to applicable laws, rules and policies
2. Selects or promotes the appropriate number of individuals who possess the skills needed to perform the work.
3. Identifies training needs and ensures that necessary job-related instruction is provided to staff.
4. Discusses potential grievance-related concerns with employees in order to identify options or resolve issues prior to the formal filing of a grievance.
5. Advises employees of established grievance procedures.
6. Recommends or initiates disciplinary actions according to applicable rules and policies.

Plans and directs the work of nursing or other professional staff and assures an adequate level of nursing care

1. Attends internal and external educational programs and professional meetings as available for continuing professional education.
2. Attends regular meetings of available and applicable professional organizations.
3. Reads and evaluates professional literature on continual basis; translates complex or technical information into a format that can be understood by others and distributes as needed.
4. Incorporates knowledge of pertinent new trends and developments into section policies and procedures. Makes recommendations for any related organizational changes.

Provides staff development including orientation, in-service training, workshops and continuing education for all levels of nursing staff

Reviews state, federal, and other regulatory standards information in order to direct the quality improvement activities and achieve compliance

MINIMUM QUALIFICATIONS:

Minimum Qualifications:

A current Georgia license to practice as a registered professional nurse AND Bachelor's degree in nursing from an accredited college or university AND Three years of management experience in the area of assignment OR Master's degree in nursing, nursing administration, public health or directly related area AND Two years in a management capacity in the area of assignment.

Preferred Qualifications:

- Masters Degree in Public Health or Nursing with education combination in those two areas.
- Must present self in a professional manner.
- Must be creative and capable of thinking outside of "the box".
- Must be experienced and competent using Microsoft Office and capable of learning other software programs.
- Must be able to work a flexible schedule and travel to various meetings and conferences.

APPLICATIONS MAY BE FILED ONLINE AT: <http://dph.georgia.gov>

Position #2014-00789
DISTRICT NURSING DIRECTOR (NCHD 5-2) MACON-MIDDLE GEORGIA
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District Nursing Director (NCHD 5-2) Macon-Middle Georgia Supplemental Questionnaire

