

2016

September 27, 2016

APPLICATIONS ARE BEING ACCEPTED AT THE WAYNE COUNTY HUMAN RESOURCE DEPARTMENT FOR THE POSITION OF ASSISTANT DIRECTOR OF NURSING AT THE WAYNE COUNTY NURSING HOME. THIS POSITION IS BEING FILLED PROVISIONALLY PENDING CIVIL SERVICE EXAMINATION AT A LATER DATE.

Shift: Full time 7-3

2016 HOURLY RATE OF PAY: To be determined.

Please include a copy of your current license.

ASSISTANT DIRECTOR OF NURSING SERVICE

GENERAL STATEMENT OF DUTIES: Assists in the administration, planning, evaluation and supervision of all professional and non-professional nursing services at a hospital, nursing home or health related facility; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is supervisory and administrative work involving responsibility for assisting the Director of Nursing Service in planning, supervising and administering institutional professional and non-professional nursing activities. Work is performed under general supervision of the Directors of Nursing Service with wide latitude permitted for instructing and making assignments to subordinate nursing service personnel.

EXAMPLES OF WORK: (Illustrative only)

- Assists the Director of Nursing Service in planning, organizing, formulating and executing policies and procedures governing the nursing service;
- Instructs and assists the nursing staff on nursing problems, unit management and related activities;
- Coordinates the services rendered by other departments in the interest of effective management and patient and/or resident needs and welfare;
- Provides for accurately descriptive records and prepares a variety of reports related to the nursing service;
- Acts as Director of Nursing Service in her absence or as directed;
- Promotes and maintains good relationships with patients and/or residents and their relatives and friends;
- Visits patients as necessary and supervises to insure the maintenance of high standards of professional nursing services;
- Attends meetings and represents the nursing service on assigned subject matter such as resident or patient review or in the absence of the Director;
- Collaborates with the medical staff in providing for adequate nursing service;
- Assists in providing guidance, teaching and evaluation of nursing service personnel;
- Prepares a variety of records and reports.

Continued Over

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Comprehensive knowledge of professional nursing techniques and their relation to medical and surgical practices and skill in their application; good knowledge of the modern principles and practices and practices of nursing administration; good knowledge of institution business management practices relating to nursing services; ability to supervise the administration of others; good organizing ability; demonstrated ability to supervise the work of others; mental alertness; emotional stability; good physical condition.

ACCEPTABLE TRAINING AND EXPERIENCE: Either;

- A. Graduation from a regionally accredited or NY State registered four year college or university with a bachelor's degree in Nursing and four years of experience in professional nursing activities; two years of which shall have been in a supervisory position; or
- B. Graduation from an approved three year school of professional nursing and five years of experience in professional nursing activities, two years of which shall have been in a supervisory position; or
- C. Graduation from a regionally accredited or NY State registered two year college with an Associate Degree in Nursing and six years experience in professional nursing activities, two years of which shall have been in a supervisory position; or
- D. An equivalent combination of training and experience as indicated in A. B. Or C.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS: Eligibility for a license issued by the State of New York to practice as a Registered Professional Nurse. Possession of the license at the time of appointment.

Re-adopted 8/2/76