

ORANGE COUNTY
MANAGEMENT CLASS SPECIFICATION

TITLE: ASSISTANT DIRECTOR OF NURSING **GRADE:** 23

TITLE ABBREVIATION: AST DR OF NRSING **TITLE NO.:** 6058

JURIS.CL: C **SALARY CODE:** 03 **EEO CODE:** OA **FLSA CODE:** PR

DEPARTMENT: RESIDENTIAL HEALTH CARE SERVICES

NATURE OF THE WORK: This is important supervisory work of a technical and administrative nature involving responsibility for assisting in the planning and directing of a professional nursing program and for assisting in the overall supervision of nursing activities. Serves as Administrator on Call (AOC) as required.

CLASSIFICATION CRITERIA AND DISTINGUISHING CHARACTERISTICS: This is a multi-position class allocated to the competitive class of the classified service. An Assistant Director of Nursing is involved in the recruitment, evaluation and counseling of staff and the evaluation of the quality of care to residents. The work is performed under the general supervision of the Director of Nursing. Supervision is exercised over subordinate nursing personnel.

TYPICAL DUTIES AND TASKS:

Assists in the planning, coordinating and directing of a nursing department;

Assists in development and evaluation of the care provided to residents, including but not limited to, Continuous Quality Improvement and Quality Indicators;

Assists in the identification of delivery system problems for resident care, recommending changes and assisting in planning and coordinating changes;

Assists in the development of resident care policies and reviews current policies and procedures, recommending changes if necessary;

Assists in the direction and review of the work performance of the nursing staff to determine conformance with prescribed standards;

Provides guidance, direction, and assistance to nursing supervisory staff regarding employee performance evaluations and disciplinary actions to ensure consistent application of policies;

Facilitates Quality Improvement criteria with interdisciplinary team and monitors nursing-specific services to ensure regulatory and facility compliance and provides written or verbal reports specific to outcome and quality indicators;

Conducts investigations relevant to allegations of abuse, mistreatment, neglect, resident or family complaints, informs Director of Nursing of findings and recommends follow up or policy change as indicated;

Participates in recruitment, selection and retention of personnel;

Attends meetings and in-service training as required;

May be assigned to participate on committees such as Quality Improvement;

May act as the Director of Nursing in the absence of the incumbent and Associate Director of Nursing or as directed by appropriate authority;

Responds to all emergencies and administers cardiopulmonary resuscitation according to facility policy.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of nursing techniques and their relation to medical practices and a high degree of skill in their application; thorough knowledge of staff management and health facility supply distribution practices; good knowledge of modern principles and practices in relation to health facility administration; good knowledge of pharmacology, nutrition and infection control; ability to carry out successfully the therapeutic measures prescribed; ability to understand and follow technical oral and written directions; ability to keep records and make reports; ability to plan and supervise the work of others; ability to establish and maintain effective working relationships; ability to secure the cooperation of the staff; sound professional judgment; tact; initiative; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Bachelor's Degree in Nursing and three (3) years of experience in a professional nursing position, two (2) years of which shall have been in a position supervising the work of certified, licensed or registered nursing personnel; OR
- (B) Graduation from an approved three-year school of professional nursing and four (4) years experience as defined in (A) above; two (2) years of which shall have been in a position supervising the work of certified, licensed or registered nursing personnel; OR
- (C) Associate's Degree in Nursing and five (5) years of experience as defined in (A) above; two (2) years of which shall have been in a position supervising the work of certified, licensed or registered nursing personnel.

SPECIAL REQUIREMENT: Must possess and maintain current New York State Registered Professional Nurse registration.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.