

ORANGE COUNTY
MANAGEMENT CLASS SPECIFICATION

TITLE: ASSOCIATE DIRECTOR OF NURSING **GRADE:** 24

TITLE ABBREVIATION: ASSO DIR OF NURS **TITLE NO.:** 6090

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

DEPARTMENT: RESIDENTIAL HEALTH CARE SERVICES

NATURE OF THE WORK: This position is responsible for assisting in the administrative planning and direction of the nursing department. Responsibilities include cost-effective staffing of nursing department staff and ensuring the consistent application of personnel and administrative policies. Serves as Administrator on Call (AOC) as required.

CLASSIFICATION CRITERIA AND DISTINGUISHING CHARACTERISTICS: This is a one-position class allocated to the competitive class of the classified service. The Associate Director of Nursing ensures compliance to all aspects of Federal and State regulatory standards related to resident assessment and reimbursement. The position also ensures the development and provision of staff training programs. Work is performed under the general supervision of the Director of Nursing. Supervision is exercised over subordinate nursing personnel. The Associate Director of Nursing acts in place of the Director of Nursing in that person's absence.

TYPICAL DUTIES AND TASKS:

Assists in establishing and interpreting nursing policies and procedures in addition to developing, revising, and adopting nursing techniques and methods to meet the requirements of the facility, State and Federal regulations;

Assists the Director of Nursing in the establishment of appropriate staffing patterns based on evaluation of nursing care needs. Monitors overtime and per diem use in order to reduce costs and recommends staffing adjustments accordingly;

Responsible for Staff Development Department, nursing recruitment, new employee education, clerical orientation, facility in-service and education;

Coordinates, reviews, and analyzes trends pertinent to delivery of nursing performance;

Assists the Director of Nursing in the coordination of nursing care with other programs of the facility through staff meetings and committees;

Acts as facility's Infection Preventionist, responsible for overseeing the facility's infection prevention and control program;

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;

Develops, monitors and revises, as necessary, a system for supply requisition to units to ensure cost effective, adequate inventory and regulatory compliance to PPS/Consolidated billing requirements;

Ensures accountability, coordination, and compliance to all aspects of Resident Assessment Instrument (RAI) and RUGS documentation;

Conducts investigations relevant to any allegation of abuse, mistreatment, neglect, resident or family complaints and recommends follow up/policy change as indicated;

Performs special assignments as delegated by the Director of Nursing;

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

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of nursing techniques and their relation to medical and surgical practices and high degree of skill in their application; comprehensive knowledge of staff management and health facility supply practices; good knowledge of modern principles and practices in relation to health facility administration; good knowledge of regulatory environment, assessment process and Quality Assurance; working knowledge of pharmacology, nutrition, infectious control; 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) Master's Degree in Nursing and two (2) years of experience in an administrative nursing position which shall have involved supervising the work of certified, licensed, or registered nursing personnel; OR
- (B) Bachelor's Degree in Nursing and four (4) years of experience as defined by the limits of (A) above; OR
- (C) Graduation from an approved three (3) year school of professional nursing and five (5) years of experience as defined by the limits of (A) above; OR
- (D) Associate's Degree in Nursing and six (6) years of experience as defined by the limits of (A) above.

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.