



STATE OF OHIO
Veteran Services Sandusky
3416 Columbus Ave.
Sandusky, OH 44870
(419) 625-2454
<http://ovh.ohio.gov>

Invites applications for the position of:

PSYCHIATRIC/MR NURSE MANAGER

An Equal Opportunity Employer

PN: 65526

Job Type: Full-Time, Permanent, Exempt

Location: Erie County

Promotional Bid:

classified position (may include promotion, transfer or demotion)

Job Location: 3416 Columbus Ave. Sandusky, OH 44870

Division: Nursing

Opening Date: Fri. 09/30/11

Closing Date/Time: Sat. 10/08/11 8:00 AM Eastern Time

Pay Range: 16
Hours of work: 0800-
1630 (May vary)

Salary:

\$33.83 - \$44.38 Hourly

Job Duties:

Serves as Assistant Director of Nursing in the Ohio Veterans Home – Sandusky: Assists in the development, implementation & monitoring of quality assurance programs, serves as liaison between nursing/medical services and other disciplines. (e.g., facilitate team meetings, serves on process action teams, provides customer service) Reviews & evaluates budgetary needs (e.g., equipment, supplies, manpower); writes & reviews reports and under direction of Director of Nursing serves as clinical nurse manager of Ohio Veterans Home – Sandusky.

Responsible for 24 hour clinical, administrative and operational management of nursing unit/units; assists assigned staff in developing, evaluating & achieving unit goals, objectives and quality outcome for residents in collaboration with interdisciplinary/behavioral health care team. Directs decisions related to recovery focused treatment for residents; accountable for prescribing, delegating, coordinating and evaluating nursing care (e.g., obtain VA security clearance, knowledge of electronic health records); oversees accuracy of CMS date on resident level of care. Assists in developing, implementing & monitoring performance improvement programs; serves as liaison between Director of Nursing and subordinate staff. Assumes responsibility & authority in absence of Director of Nursing (i.e., on call responsibility).

Supervises employees to provide nursing care for residents (i.e., responsibility for all shifts); interviews applicants & makes recommendations for hiring of professional and nonprofessional nursing staff; conducts performance reviews; approves/disapproves leave requests; initiates disciplinary action (i.e., represents management at predisciplinary meetings), counsels employees & advises staff; develops orientation & training programs; coordinates work schedules; monitors resident charts for nursing compliance with standards (e.g., conducts administrative investigations) and assists staff in performance of nursing duties. Maintains open communications with administration, professional medical staff, nursing staff & other departmental staff to identify & solve problem areas and to initiate & implement a course of action to maintain quality resident care (e.g., provides customer service).

Serves on committees and attends variety of meetings (e.g., Quality Assurance, Infection Control, Departmental Staff, Ethics, Utilization Review and Pharmacy); serves as member of interdisciplinary teams and attends &/or conducts meetings; attends seminars & workshops to remain current on trends & innovations in health care. Develops & administers special programs & projects for Ohio Veterans Home – Sandusky (i.e., collaborates and assists in development and implementation of educational programs and in-servicing).

Minimum Qualifications: Requires current license as registered professional nurse in state of Ohio as issued by Board of Nursing per Section 4723.03 of Revised Code; completion of undergraduate core program in nursing; 36 mos. exp. in psychiatric nursing or delivery of nursing services to persons with developmental disabilities; 18 mos. trg. or 18 mos. exp. in supervision; 18 mos. trg. or 18 mos. exp. in management; 12 mos. trg. or 12 mos. exp. in counseling; 12 mos. trg. or 12 mos. exp. in public relations. -Or equivalent of the Minimum Class Qualifications for Employment noted above may be substituted for the experience requirements, but not for the mandated licensure.

Major Worker Characteristics:

Knowledge of professional nursing procedures; psychiatric or developmentally disabled nursing; state & federal regulations, policies & procedures as related to nursing. Ability to deal with many variables and determine specific action; write meaningful, concise & accurate reports.

Knowledge of labor relations; public relations; human relations; supervisory principles/techniques; management. Ability to deal with some abstract but mostly concrete variables; possess a strong clinical base in order to make judgments & decisions; establish & maintain positive rapport with residents, nursing & other departmental &/or agency staff; establish friendly atmosphere as supervisor of work unit.

Knowledge of counseling; employee training & development. Ability to handle sensitive telephone & face-to-face contacts & inquiries with government officials and general public.

Supplemental Information:

May be required to work weekends and mandatory overtime.

Only the state application form GEN 4268 completed in all possible detail will be accepted. Applicants must demonstrate they meet the minimum qualifications as posted, by outlining the appropriate education &/or experience on the application submitted. The completed application will be the sole criterion used in determining eligibility for this position. Resumes and transcripts may accompany the applications as supplemental information only, but will not be reviewed to determine if you meet the Minimum Qualifications. No additional information will be accepted after the closing date.

In accord with the Ohio Revised Code Section 125.151(B), all employees whose employment commenced on or after June 5, 2002, and is paid by a warrant issued by the auditor of state, must have his or her compensation directly deposited in the institution of their choice.

It is important that the applicant also include their answers to the supplemental questions along with their application. The supplemental questions are part of the application and can be found on the OHMS website or a hard copy can be given to them by the HR staff. Submitting an application without the supplemental questions would mean that the application was not submitted in its entirety and will not be considered.

The final applicant selected for this position will be required to submit to urinalysis prior to an appointment to test for illegal drug use. The State will decline to extend a final offer of employment to any applicant with a verified positive test result. Also, an applicant with a positive test result will not be considered for any position with the State of Ohio for a period of one year. **MAY NOT BE APPLICABLE TO CURRENT STATE EMPLOYEES**

The final applicant may be subject to a criminal background check.

All applications must clearly indicate how the Minimum Qualifications & Position Specific Minimum Qualifications, if applicable, are met. Applications that do not indicate this, will not be given consideration.

***IMPORTANT NOTE: Please do not include your Social Security Number (SSN) with your on-line application and/or documentation. If attaching a document that contains your SSN, please redact (black out) SSN before attaching it to your application.**

The State of Ohio is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, sexual orientation, genetic information, religion, age, disability or military status in employment or the provision of services.

When contacted for an interview, an applicant who requires special accommodations due to a disability should notify the office at the time he/she is contacted so that proper arrangements can be made for the interview.

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