

VACANCY NOTICE

CS-376 REV(11/01)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">TITLE OF POSITION: <u>Executive Nurse</u></td> <td style="width: 50%;">CLASSIFICATION CODE: <u>02881600</u></td> </tr> <tr> <td>SALARY RANGE: <u>Gr. 142 \$82915-95586</u></td> <td>REFERENCE POSITION NO.: <u>1235-10000-794</u></td> </tr> <tr> <td>Department of Human Services: <u>Veterans Affairs</u></td> <td>APPLICATION PERIOD: <u>1/22/10 - 3/1/10</u></td> </tr> <tr> <td>Division/Section/Unit: <u>Veterans Home</u></td> <td>GRACE PERIOD ENDS: <u>N/A</u></td> </tr> <tr> <td colspan="2">Assignment(s) / Comments: _____</td> </tr> <tr> <td>Shift and Days: <u>Monday-Friday Non-Standard</u></td> <td>Job Location: <u>Veterans Home, Bristol</u></td> </tr> <tr> <td colspan="2">Restrictions/Limitations: _____</td> </tr> <tr> <td colspan="2">Position Covered By Collective Bargaining Union Agreement: Yes _____ No <u>X</u></td> </tr> <tr> <td colspan="2">Name of Bargaining Unit Union: <u>Non-Union</u></td> </tr> <tr> <td colspan="2">There is* <u> </u> is not <u> </u> <u>X</u> a Civil Service List for this position See A/B or Both for Specific Instructions</td> </tr> </table> <p>* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.</p>	TITLE OF POSITION: <u>Executive Nurse</u>	CLASSIFICATION CODE: <u>02881600</u>	SALARY RANGE: <u>Gr. 142 \$82915-95586</u>	REFERENCE POSITION NO.: <u>1235-10000-794</u>	Department of Human Services: <u>Veterans Affairs</u>	APPLICATION PERIOD: <u>1/22/10 - 3/1/10</u>	Division/Section/Unit: <u>Veterans Home</u>	GRACE PERIOD ENDS: <u>N/A</u>	Assignment(s) / Comments: _____		Shift and Days: <u>Monday-Friday Non-Standard</u>	Job Location: <u>Veterans Home, Bristol</u>	Restrictions/Limitations: _____		Position Covered By Collective Bargaining Union Agreement: Yes _____ No <u>X</u>		Name of Bargaining Unit Union: <u>Non-Union</u>		There is* <u> </u> is not <u> </u> <u>X</u> a Civil Service List for this position See A/B or Both for Specific Instructions	
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General Information to Candidate	<p>INSTRUCTIONS:</p> <p>A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u>, both the File Position Title and Number.</p> <p>Most Important - Please include the following information:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> • The title of the position for which you are applying • Title of your present position and date you entered it • Date you entered State service </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> • Name of department where you are currently employed • Your business telephone number • Present Union Affiliations </td> </tr> </table> <div style="border: 1px solid black; padding: 5px; text-align: center; width: fit-content; margin: 10px auto;"> E-VERIFY PROGRAM EMPLOYER </div> <p>*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</p> <p>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</p> <p>If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.</p> <p>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:</p> <ul style="list-style-type: none"> • Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position. • Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA). 	<ul style="list-style-type: none"> • The title of the position for which you are applying • Title of your present position and date you entered it • Date you entered State service 	<ul style="list-style-type: none"> • Name of department where you are currently employed • Your business telephone number • Present Union Affiliations 																		
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Statement of Duties	<p>DUTIES / RESPONSIBILITIES:</p> <p>The Veterans' Home provides quality social, medical, nursing, rehabilitative and domiciliary care to eligible R.I. veterans, survivors and/or dependents to improve their physical, emotional, and economic well-being and has an operational capacity of 339 beds. This position will govern a large, multi-faceted program of general skilled-level nursing services at this facility. The selected candidate will plan, organize, and review the work of professional and non-professional staff and will coordinate, direct and evaluate all the daily activities of the nursing department staff, and at times, ancillary paramedical staff, in the provision of general nursing services. The Executive Nurse must ensure that all Nursing Care Standards, Department of Veterans Affairs Standards, and R.I. Department of Health Standards are upheld. Nursing Department Educational Programs, Infection Control, Quality Assurance/Quality Improvement and all other related inter-disciplinary areas will be under the jurisdiction of this position.</p>																				
Minimum Education & Experience	<p>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</p> <p>(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) Graduation from an accredited school of professional nursing, resulting in a Bachelor's Degree in Nursing; and, possession of a Master's Degree in Nursing or a health-care related field; and extensive experience in Clinical Nursing and employment in progressively more responsible administrative positions involving the planning, coordination and review of nursing services in a large hospital setting; or any substantially equivalent education and experience. As a condition of employment, must meet nursing registration requirements as required by RI law and regulations and must maintain such licensure, certification or registration as a condition of employment.</p>																				
Where to Apply	<p>Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Ann DeBonis</td> <td style="width: 50%;">Telephone #: <u>401-462-2481</u></td> </tr> <tr> <td>OHHS Human Resources Service Center</td> <td>Fax #: <u>401-462-2041</u></td> </tr> <tr> <td>Benjamin Rush Building</td> <td>TTY/TDD #: <u>401-462-3363</u></td> </tr> <tr> <td>600 New London Avenue</td> <td>(Telecommunication Device for the Deaf)</td> </tr> <tr> <td>Cranston, RI 02920</td> <td></td> </tr> </table> <div style="text-align: right; margin-top: 10px;">  </div>	Ann DeBonis	Telephone #: <u>401-462-2481</u>	OHHS Human Resources Service Center	Fax #: <u>401-462-2041</u>	Benjamin Rush Building	TTY/TDD #: <u>401-462-3363</u>	600 New London Avenue	(Telecommunication Device for the Deaf)	Cranston, RI 02920											
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An Equal Opportunity/Diversity/E-Verify Program Employer