

STATE OF ARIZONA JOB CODE CLASSIFICATION SPECIFICATION

FLSA:	EXP	Job Code:	ACV38079
Job Class Code:	580	Salary Schedule:	ASWNURSE
EEO Category:	01	Grade:	N2
Workers Comp Code:	8833		

Job Code Established:	02/01/85	Effective Date:	
Job Code Revised:	07/01/90	Effective Date:	

JOB CODE SERIES: Mental Social Development Services Series

JOB CODE TITLE: HABILITATION NURSING DIRECTOR

HRIS TITLE: HAB NRSG DIR

WORK DESCRIPTION: Directs nursing services and therapeutic activities; may manage health services staffing, housekeeping and custodial services through subordinate staff; may direct patient clinics; prepares budget requests; employs and trains staff.

WORK ACTIVITIES: Directs, instructs and counsels shift nursing supervisors in carrying out professional nursing care requiring judgment and ingenuity in treating severely disabled patients. Writes goal planning documents, carrying out evaluations on subordinate supervisors.

As the director of nursing services, attends staff meetings relating to patient care and treatment of this specialized population, gives and receives information, participates in assessing and solving problems, and decision making.

Supervises and reviews the preparation and modification of nursing care plans and behavior modification designed for a particular patient.

Evaluates in-service and out-service training programs and the infirmary unit, based on available data and preestablished evaluation techniques; makes determinations.

Writes manual of standards and policies for programs in the nursing services unit; makes changes in sections to maintain currency.

Participates in the development of the annual budget request for the work system and takes responsibility for the total infirmary nursing services; reviews drafts, makes adjustments and decisions.

Monitors and controls expenditures from the budget; assures that expenditures do not exceed funds available.

Attends interdisciplinary team meetings, participates in activities of committees, task forces or ad hoc work as advisory groups closely related to the nursing services goals and objectives.

Examines and reviews staffing patterns, interviews and selects leadership staff, in accordance with competency and experience.

Interviews employees in disciplinary actions; reviews documentation and makes necessary decisions.

Performs related work as required.

WORK CONDITIONS: Unusual working hours; subject to calls on a 24-hour basis.

SUPERVISION: Reports to a Developmental Disabilities Assistant Program Manager.

WORK RESULTS/PRODUCTS: Continuity of a 24-hour nursing service resulting in quality care delivered in a clean and safe environment; clinics scheduled adequately; nursing standards monitored for quality assurance.

RESPONSIBILITY: For quality nursing care and related services; orienting and training new nursing staff; the development and implementation of policies and procedures to manage health services, housekeeping, custodial services and the outpatient clinic.

AUTHORITY: To make decisions involving patient care, staffing and budgetary needs.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: nursing administration principles and practices; the specialized needs of developmentally disabled persons; the concepts of program planning and design; Department of Health Services licensing regulations; principles of human relations and behavior; the Accreditation Council for Mentally Retarded and Developmentally Disabled standards.

Skill/Ability to: plan and administer a health services program for the developmentally disabled; evaluate an ongoing program for staff and patients; develop a budget and prioritize fiscal-related needs; communicate verbally and in person; listen; resolve problems.

SPECIAL SELECTION FACTORS: Required at time of appointment: possession of a current license or temporary permit to practice as a registered nurse in the State of Arizona. Required for permanent status: possession of a current license to practice as a registered nurse in the State of Arizona.