

STATE OF ARIZONA JOB CODE CLASSIFICATION SPECIFICATION

FLSA:	EXP	Job Code:	ACV38083
Job Class Code:	580	Salary Schedule:	ASWNURSE
EEO Category:	01	Grade:	N2
Workers Comp Code:	8833		
Job Code Established:	05/01/07	Effective Date:	05/01/07
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Nursing Series

JOB CODE TITLE: ARIZONA COMMUNITY PROTECTION AND TREATMENT CENTER NURSING TREATMENT ASSISTANT ADMINISTRATOR

HRIS TITLE: ACPTC NURSING TRTM ASST ADMR

CHARACTERISTICS OF THE CLASS: Under direction of a Nursing Treatment Director, assists in directing and coordinating nursing services for application of nursing principles and techniques of treatment of patients, nursing administration and educational programs.

EXAMPLES OF DUTIES: Individual positions will be responsible of overseeing direct patient care nurses and some or all of the listed duties; Directs, instructs, and counsels subordinate personnel who are managers/supervisors carrying out tasks requiring considerable judgment. Writes policy and operating procedures for division subject to guidelines and regulations set forth by laws and regulations. Attends, as discussion leader, staff meetings relating to patient care or client treatment, gives and receives information, participates in problem solving and decision making. Evaluates work performance of subordinate managers. Reads, examines, edits, and reviews reports prepared by subordinate management. Organizes, plans, and coordinates professional meetings/conferences. Attends interdisciplinary team leader meetings. Confers with superior concerning the work system, gives information and advice and receives instruction and guidance. Confers and consults with agency officials on many aspects of training programs. Performs related work as required.

WORK CONDITIONS: Some degree of hazard is present working in close proximity patients.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: administrative/supervisory practices involved in a nursing service; current developments in the field of nursing; nursing education and teaching/training principles and methods; short- and long-range planning processes for developing and presenting a sound quality assurance nursing program.

Skill/Ability to: direct and supervise subordinate managers in complex patient care situations; developing significant policies and procedures; designing improved nursing care and practices by multiple disciplines; preparing special administrative reports; problem-solving concerning clinical care and quality assurance; communicating effectively; interpersonal relationships. Direct and supervise subordinate managers in complex patient care situations; develop significant policies and procedures; design improved nursing care and practices by multiple disciplines; prepare special administrative reports; solve problems concerning clinical care and quality assurance; communicate effectively verbally and in writing; establish and maintain effective work relationships.

SPECIAL SELECTION FACTORS: Required at time of appointment: possession of a current license to practice as a registered nurse in the State of Arizona.