

**BUTLER COUNTY COMMISSIONERS PERSONNEL OFFICE
ANNOUNCEMENT OF VACANCY**

Posting Date: 06-08-2020

Response Deadline: 06/18/2020

Agency: Butler County Care Facility	Job Title: Assistant Director of Nursing
Classified <input type="checkbox"/> Unclassified <input checked="" type="checkbox"/>	Bargaining Unit Yes No <input checked="" type="checkbox"/>
Overtime Exempt Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Salary: \$28.21- \$40.90 per hour
Work Location: 1800 Princeton Rd., Hamilton	Hours of Work: Monday-Friday 8am-4:30 pm and on call

Essential Functions:

Assist in all processes below

- Plan, develop, organize, implement, evaluate, and direct the nursing service department, as well as its programs and activities, in accordance with current rules, regulations, and guidelines that govern the long-term care facility.
- Participate in facility surveys (inspections) made by authorized government agencies. Complete monthly nursing schedule coordinating requests to ensure appropriate coverage of units.
- Assist in interviewing nurses/STNAs, when requested.
- Assist the Quality Assessment & Assurance Committee in developing and implementing appropriate plans of action to correct identified deficiencies.
- Serve on, participate in, and attend various committees of the facility (i.e., Infection Control, Policy Advisory, Pharmaceutical, Budget, Quality Assessment and Assurance, etc.) as required, and as appointed by the DON or Administrator.
- Assist the Director of Nursing and/or the Personnel Director in the recruitment and selection of nursing service personnel. Prepare written correspondence as necessary.
- Ensure that departmental disciplinary action is administered fairly and without regard to race, color, creed, national origin, age, sex, religion, handicap, or marital status.
- Develop and maintain a good working rapport with interdepartmental personnel, as well as other departments within the Facility.
- May be required to assist in the evacuation of residents during emergency situations.
- Other duties as assigned.

Required Qualifications:

- Must possess a minimum Nursing degree. RN preferred but not required.
- Must be able to read, write, speak and understand English.
- Must be a supportive team member, contribute to and be an example of team work and the team concept.
- Must possess the ability to make independent decisions when circumstances warrant such action.

- Must possess the ability to deal tactfully with personnel, residents, family members, visitors, government agencies/personnel and the general public.
- Must be willing to seek out new methods and principles and be willing to incorporate them into existing nursing practices.
- Must be able to relate information concerning a resident's condition, in accordance with HIPAA regulations and Facility policies.
- Must not pose a direct threat to the health and safety of other individuals in the health and safety of other individuals.
- Must be able to push, pull, move, and/or lift a minimum of 25 pounds to a minimum height of 5 feet and be able to push, pull, move, and/or carry such weight a minimum distance of 50 feet.

Selection Procedure: Resumes and Interviews

Submit Cover Letter and Resume to:

Butler County Commissioners Personnel Office
315 High Street, Suite 640
Hamilton, OH 45011

or by email to: resumes@bcoho.us

(YOU MUST INDICATE JOB TITLE IN SUBJECT LINE.)

BUTLER COUNTY WILL CONSIDER INTERNAL APPLICANTS PRIOR TO EXTERNAL APPLICANTS

Pursuant to the ADA Amendments Act of 2008, Butler County will consider all qualified applicants for employment, including persons with disabilities. The applicant must be able to perform the essential functions of this job with or without reasonable accommodation. Upon the request of any qualified applicant, this office will evaluate any reasonable accommodation that may be needed to enable a disabled person to participate in the application process or perform these essential duties.

AN EQUAL OPPORTUNITY EMPLOYER