

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

Posting Date: 08/27/2021

Response Deadline: 09/06/2021 *

* RESUMES WILL BE ACCEPTED UNTIL THE POSITION IS FILLED.

Agency: Butler County Care Facility	Job Title: Director of Nursing
Classified <input type="checkbox"/> Unclassified <input checked="" type="checkbox"/>	Bargaining Unit Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Overtime Exempt Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Salary: \$31.24-44.39 per hour
Work Location: 1800 Princeton Rd., Hamilton, OH	Hours of Work: Monday - Friday 8am. – 5pm and on call

ESSENTIAL FUNCTIONS:

Plans, develops, organizes, implements, evaluates, and directs the facility's nursing programs and activities; develops and maintains written policies and procedures that govern the nursing services of the facility; reviews and interprets facility's policies and procedures periodically, at least annually, and makes changes as necessary to assure continued compliance with current regulations (e.g., ADA, ergonomics, air quality, etc.)

Ensures all nursing employees, residents, visitors, and the general public follow established policies and procedures; assumes administrative authority, responsibility and accountability of directing the nursing activities and programs of the facility; makes written and oral reports/recommendations to the facility administrator concerning the operation of the facility; and represents the facility at meetings and dealings with outside agencies, including governmental agencies and third party payers,

Makes routine inspections of the facility to assure that established policies and procedures are being implemented and followed related to exposure to blood/body fluids; participates in facility surveys (inspections) made by authorized government agencies; reviews and develops a plan of correction for deficiencies noted during survey inspections and provide a written copy of such plan to the appropriate agency, board and/or ombudsman representative as required.

Serves on various committees of the facility (i.e., Infection Control, Quality Assurance & Assessment, etc.) and provide written/oral reports of such committee meetings to the governing board as directed or as may become necessary; evaluates and implement recommendations from the facility's committees as necessary; and serves as liaison to the governing board, medical staff, and other professional and supervisory staff.

Recruits and selects department directors, supervisors, consultants and other auxiliary personnel; ensures that appropriate policies and procedures are followed when conducting background checks and when providing information to the Nurse Aide Registry; ensures that appropriate identification documents are presented prior to the employment of personnel and that appropriate documentation is filed in the employee's personnel record in accordance with current regulations mandating such documentation; ensures that an adequate number of appropriately trained professional and auxiliary personnel are on duty at all times to meet the needs of the residents; and counsels/disciplines personnel as necessary.

Ensures that all facility nursing personnel, residents, visitors, etc., follow established safety regulations, to include fire protection/prevention, smoking regulations, infection control, etc.; ensures that all facility personnel follow established regulations governing the use of labels and MSDSs for hazardous chemicals; requests the purchase of equipment/supplies in accordance with established purchasing policies and procedures.

REQUIRED QUALIFICATIONS:

- A Bachelor's Degree in Nursing and/or a Registered Nurse with a minimum of
- Five (5) years experience in a supervisory capacity in a hospital or long-term care facility.

SELECTION PROCEDURE: Resumes and Interviews

SUBMIT COVER LETTER AND RESUME TO:

Butler County Human Resources
315 High Street
Hamilton, OH 45011
or email resumes@bcOhio.us
(Include job title in subject line.)

BUTLER COUNTY WILL CONSIDER INTERNAL APPLICANTS PRIOR TO EXTERNAL APPLICANTS

Pursuant to the Americans with Disability Act of 1993, 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