

**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: Unit Manager
Classified <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/>	Bargaining Unit Yes No <input checked="" type="checkbox"/>
Overtime Exempt Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Salary: \$22.71- \$33.94/ per hour
Work Location: 1800 Princeton Rd., Hamilton	Hours of Work: Monday-Friday 8:00am-4:30 pm, on call may be required

Essential Functions:

- Perform all assigned tasks in accordance with the Facility's established policies and procedures, and as instructed by your supervisors.
- Make daily rounds to ensure all personnel are performing their work assignments. Report findings to DON.
- Review care plans daily to determine if changes in the resident's daily care routine have been reflected on the care plan.
- Ensure that all nursing personnel comply with the procedures set forth in the nursing department.
- Ensure that sufficient number of staff are available to ensure that quality care is maintained.
- Attend various committee meetings ie. Infection Control, Wounds, Quality Assurance, etc. as required.
- Participate in regularly scheduled patient reviews and coordinate with committees as necessary.
- Perform special assignments as instructed.
- Review complaints and grievances made or filed by department personnel. Make appropriate decisions and reports as needed.
- Cooperate with inter-departmental personnel, as well as other Facility personnel to ensure that nursing services can be adequately maintained to meet the needs of the residents.
- Agree to not disclose resident's protected health information and promptly report suspected or known violations of resident's right to privacy to the Director of Nursing or the Facility Administrator.
- Ensure that you treat all residents fairly and with kindness, dignity and respect.
- Attend and participate in scheduled training and educational classes and maintain current certification.
- May be required to assist in the evacuation of residents during emergency situations.

Required Qualifications:

- Must possess an unencumbered, active license to practice as an RN or LPN in the state of Ohio.
- Must have, as a minimum, one (1) year of experience as a supervisor in a hospital, nursing care facility, or other related health facility.
- Must demonstrate the knowledge and skills necessary to provide care appropriate to the residents served.

- Must possess leadership and supervisory ability and the willingness to work harmoniously with and supervise other personnel.
- 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 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