



Position Description

Title: Manager – Nursing Services		
FLSA Class: Exempt	EEO Category: Professionals	WC Class: 8861
Job Title # 1000003	Salary Grade:	Purchase authority:
Date Approved: 12/6/2016		
Revision Date: 2/10/2020		
Revision: Add SCM Requirement	Licensure: Registered Nurse	

Purpose of Position

The Nursing Services Manager supervises the nursing department and is responsible for all matters pertaining to the immediate, routine and emergency medical needs of clients. This position reports to the Director of Nursing.

Major Duties (*Essential Element)

- Provide or coordinate routine and emergency medical/psychiatric/dental treatment when such services are required, including inoculations, diagnostic procedures, and consultations
- Assign appropriate duties, supervisor performance and prepare annual evaluations for assigned nursing staff
- Participate in nursing department interviews and training
- Instruct and monitor staff and clients regarding preventative medicine programs and procedures
- Instruct and monitor others in the proper use, storage, documentation, and dispensation of medication and equipment
- Oversee certification procedures and processes for medication dispensation and certification
- Requisition, store, and keep a record of all medical/psychiatric/dental medications, supplies, and equipment
- Arrange transportation for clients to be taken to medical/psychiatric/dental facilities for treatment purposes and accompanies clients to these facilities
- Monitor and evaluate various aspects of quality assurance

- Serves as a liaison with relevant community agencies and facilities that provide medical/psychiatric/dental services to Great Circle
- Maintains various records of accountability within established time frames
- Perform on-call medical duties when necessary
- Other duties as assigned for the betterment of Great Circle

Competencies

- Leadership - possesses leadership skills and behaviors that contribute to superior performance; effectively manages change, problem solving, decision making, managing workload
- Judgment – ability to make thoughtful decisions in a timely and confident manner
- Execution & Results – ability to adapt to change, effectively cope with the unexpected, systematically problem solve, follow-through and ensure accuracy
- Customer Focus – properly interacts with others, the ability to work independently or with a team, ethically minded
- Motivation & Work Ethic – demonstrates personal integrity by operating in an accountable, reliable, and respectful manner

Required Education and Experience

- Appropriate degree in Nursing with three (3) to five (5) years' experience
- Licensed practical nurse (LPN) in the State of Missouri

Preferred Education and Experience

- Licensed and/or certified for professional practice as a registered nurse (RN) in the State of Missouri
- Experience in residential treatment or mental health setting
- Experience work with children and families in a trauma informed environment

Qualifications

- Possesses a current, valid MO driver's license and meets the Great Circle requirements for driver's insurance
- Safe Crisis Management (SCM) qualified
- Strong communication, interpersonal, and computer skills
- Demonstrated ability to read, write, speak, and understand the English language proficiently
- Ability to use independent judgment and manage confidential information
- Ability to operate in a challenging, ever-changing, multidisciplinary team environment
- Excellent interpersonal skills
- Self-motivated, organized and disciplined
- Proficient in Word, Excel and Outlook applications

Working Conditions

Office or school environment. Working environment generally favorable.

Physical Demands

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This person must be able to sit or stand at a personal computer for a reasonable length of time typing and reading. This person must be able to see, hear, speak, walk, and sit. Must be able to use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; stoop, kneel, crouch, or crawl. Vision abilities required for this job include close vision, distance vision, peripheral vision, depth perceptions, and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Budget Responsibility

Yes

Supervisory Responsibility

Yes

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee printed name: _____

Employee signature: _____ Date: _____