

## ASSISTANT DIRECTOR OF NURSING SERVICES

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting the Director of Nursing Services with administration, supervision and directing the over-all healthcare and rehabilitation activities as they apply to nursing services. The incumbent is responsible for assisting with the evaluation and improvement of healthcare and rehabilitation programs. The work is performed under general supervision with considerable leeway permitted for the exercise of independent judgement. Supervision is exercised over subordinate personnel. An Assistant Director of Nursing Services does related work as required.

### TYPICAL WORK ACTIVITIES:

- Assists in directing all phases of the nursing service to insure complete and competent nursing care for patients;
- Actively participates and assists in quality improvement efforts conducted within the facility;
- Interviews potential nursing employees and makes recommendations as to qualifications;
- Evaluates nursing care needs of potential patients;
- May serve as an Acting Director of Nursing Services;
- Keeps abreast of new developments in medical science and nursing in order that necessary changes and adaptations may be promptly initiated and effectively executed;
- Assists with overseeing the investigations and completion of accident and injury reporting, as well as reporting issues to the NYS Department of Health;
- Assumes the roll of Nursing Supervisor on occasional weekend days as needed.

### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Good knowledge of professional nursing techniques and their relation to medical and surgical practices and skill in their application; good knowledge of modern principles and practices of nursing administration; good knowledge of institution business management practices relating to nursing service; ability to supervise the administration of therapeutic measures prescribed; ability to secure the cooperation of others; good organizing ability; demonstrated ability to supervise the work of others; initiative; good judgement; patience; tact; courtesy.

### MINIMUM QUALIFICATIONS: Either

A. Graduation from a regionally accredited or New York State registered four (4) year college or university with a Bachelor's degree in Nursing and one (1) year of experience in professional nursing activities;

OR

B. Graduation from an approved three (3) year school of professional nursing and two (2) years of experience in professional nursing activities;

OR

C. Graduation from a regionally accredited or New York State registered two (2) year college with an Associate's degree in nursing and three (3) years of experience in professional nursing activities.

SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATION: Possession and maintenance of a license issued by the State of New York to practice as a Registered Professional Nurse.

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 1/8/20