

COMMUNITY HEALTH & NURSING SERVICES ADMINISTRATOR

NATURE OF WORK IN THIS CLASS:

Administers an islandwide comprehensive community health and nursing programs and activities.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Administers a comprehensive islandwide program of community health and nursing services.

Develops, maintains and administers policies, procedures and other program guidelines.

Determines and sets program priorities in accordance with the kind and amount of nursing services available; reviews and analyzes nursing caseloads and records to determine types of services being rendered and needed, adequacy of casefinding, record-keeping and follow-up procedures.

Provides leadership and coordination with other agencies and organizations towards the improvement and extension of nursing services.

Justifies and administers the nursing budget; plans, implements, and evaluates plans for recruitment and career development of nursing and other personnel; prepares reports and other administrative matters.

Initiates changes to improve nursing services based on current trends, studies, and research findings.

Attends official meetings and conferences.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles and practices of public administration.

Knowledge of community health and nursing principles, practices and techniques.

Knowledge of current trends in the field of nursing education and health care services.

Ability to administer an islandwide community health and nursing service.

Ability to make work decisions in accordance with program guidelines.

Ability to evaluate nursing and community health services and initiate or recommend changes in program, policies and other requirements to improve effectiveness.

Ability to interpret and apply pertinent laws, rules, regulations and other program guidelines.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Skill in professional nursing techniques.

Skill in the safe operation of a motor vehicle.

MINIMUM EXPERIENCE AND TRAINING:

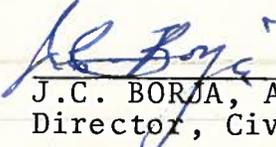
- a) Three years of experience in supervisory community health nursing work, including one year as community health and nursing assistant administrator or equivalent work, and graduation from a recognized college or university with a Bachelor's degree in nursing; or
- b) Any equivalent combination of experience and training beyond the Bachelor's degree which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION:

- a) Possession of a current license to practice professional nursing on Guam; and
- b) Possession of a valid driver's license.

Established: December 1982

Pay Range: 47


J.C. BORJA, Acting Executive Director
Director, Civil Service Commission