

COMMUNITY HEALTH & NURSING SERVICES ASSISTANT ADMINISTRATOR

NATURE OF WORK IN THIS CLASS:

Assists in administering 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.)

Assists in planning, organizing, coordinating and directing the administration of a comprehensive islandwide program of community health and nursing services.

Participates in the development, maintenance and administration of program policies, procedures, and other guidelines.

Participates in the determination of 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, recordkeeping and follow-up procedures.

Plans and coordinates the preparation and administration of program budget, preparation of periodic reports, inventory and procurement of program materials and equipment and other administrative matters.

Plans and coordinates work activities for the nursing students in community health; participates in planning, promoting and implementing plans for recruitment and career development of program personnel.

Attends official meetings and conferences as assigned.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

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

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

Ability to assist in administering an islandwide public health and nursing service.

Ability to make decisions in accordance with program guidelines.

Ability to evaluate nursing and community health services and recommend changes in program, policies and procedures 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:

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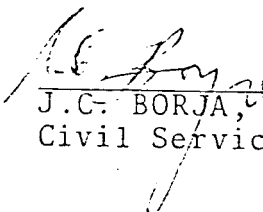
- a) One year of experience as a Community Health Nurse Supervisor II or equivalent work and graduation from a recognized college or university with a Bachelor's degree in nursing; or
- b) Any equivalent combination of experience and training beyond the Bachelor's degree which provides the minimum knowledge, 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: 44


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