

NATURE OF WORK IN THIS CLASS:

Administers a comprehensive Nursing Services for the patients of the Department of Mental Health and Substance Abuse.

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 nursing services and activities for patients with mental disorders.

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 case finding, recordkeeping and follow-up procedures.

Appoints committee chairpersons of standing committees which oversee nursing activities for the Department; facilitates staff participation on committees as members, providing direction and guidance as needed.

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.

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 professional principles, theories and practices of professional as applied in a psychiatric setting.

Knowledge of personality development theories for evaluating behavior and patterns of patients.

Knowledge of group interactions and theories of group therapy.

Ability to administer nursing programs under the jurisdiction of the department.

Ability to make work decisions in accordance with program guidelines.

Ability to evaluate nursing 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.

MINIMUM EXPERIENCE AND TRAINING:

- a) Four years and six months of experience in supervisory psychiatric nursing work, and graduation from a recognized college or university with an Associate's degree in nursing; or
- b) Three years of experience in supervisory psychiatric nursing work or equivalent work, and graduation from a recognized college or university with a Bachelor's degree in nursing; or
- c) Any equivalent combination of experience and training beyond the Associate's degree which provides the minimum knowledge, abilities, and skills.

NECESSARY SPECIAL QUALIFICATIONS:

- a) Possession of a current license to practice professional nursing on Guam; and
- b) Possession of a valid driver's license; and
- c) Certification from the American Nurses' Association in Psychiatric and Mental Health Nursing.

ESTABLISHED: December 10, 1985
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PAY GRADE: Q



VERNON P. PEREZ
Executive Director
Civil Service Commission