



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services

Class Code(s): 3027

Phone: (701) 328-3290

DIRECTOR OF HEALTH SERVICES ADMINISTRATION

GRADE P

SCOPE OF WORK:

Directs the administrative activities of the Health Services Division of the State Developmental Center, Grafton, and serves as Director of Nursing.

DUTIES PERFORMED:

- Provide administrative supervision and direction to all health services disciplines: Occupational Therapy, Physical Therapy, Laboratory, Pharmacy, Adaptive Equipment Center, Dental and Audiology.
- Develop, coordinate, and implement procedures for evaluating effectiveness of services provided by departments.
- Assure appropriate interpretation and implementation of State and Federal requirements in providing services to all clients.
- Ensure that services provided meet the standards of the profession.
- Assist in the development, coordination and implementation of policies and procedures affecting each health care discipline.
- Perform written and verbal communications with local, area, and state and public health administrators to enhance quality services to the developmental disabled of North Dakota
- Perform personnel management duties involving the utilization, evaluation, training, and discipline of staff.
- Represent the Health Services to outside agencies through involvement in meetings, conferences and public activities.
- Establish and implement policies, procedures, goals and objectives, and the standards of practice for the nursing service.
- Serve as chairperson or as a member of various committees required by State and/or Federal Law and the Superintendent.
- Responsible for the preparation and administration of the nursing services budget and overseeing the preparation and administration of the budget for all Health Services Departments.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in nursing, three years of administrative or management experience in providing health care services to the developmentally disabled, and licensure or eligibility for licensure as a Registered Nurse by the North Dakota State Board of Nursing. Licensure is a condition of employment and the employing agency will verify and document licensure upon employment.

Eff. Date: 03/91

Rev: 12/96 – Rewritten in current format

Rev: 07/12 – Conversion to Hay System