



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 3029

DIRECTOR OF NURSING - HSC

GRADE M

SCOPE OF WORK:

Individuals in this classification are responsible for the management and direction of all aspects of the nursing service provided by a Human Service Center (HSC). These positions are generally responsible to the Center Medical Director for medical guidance and to the Center Director for administrative direction.

DUTIES PERFORMED:

- Ensure that psychiatric residents receive orientation; provide for training and technical assistance in performing direct care.
- Triage client referrals; make arrangements necessary for psychiatric care.
- Develop and review policies and procedures to meet Center standards and licensing requirements (RN, LPN, etc).
- Supervise the nursing and support staff of the medical services unit.
- Make final recommendations to the Center director during the hiring process. Provide orientation, training, and evaluation of the staff.
- Participate in developing medical risk management policies and procedures.
- Ensure that the unit staff's training requirements are met and that necessary licenses and credentials remain current.
- Participate in center wide policy and program development.
- Develop and plan programs to address goals and provide adequate means for the measurement of outcomes.
- Coordinate administrative tasks and program responsibilities with the Center and community administrators.
- Develop and manage the unit budget.

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

Requires a bachelor's degree in nursing, licensure as a registered nurse, and three years of RN experience working with special population groups such as the mentally ill. **Note:** Continuous licensure as an RN will be considered as satisfying the bachelor's degree requirement. Licensure as a RN is mandatory for this position and will be verified by the appointing authority upon employment.

Eff. Date: 03/97

Rev: 07/12 – Conversion to Hay System