

# JOB ANNOUNCEMENT

## Nurse Administrator

(unclassified position)

**Posted:** July 21<sup>st</sup>, 2021

**Deadline/Closing:** Until Filled

**Location:** Newton Health Center

**Salary:** Dependent on qualifications & licensure

**Position Number:** 00013447

**Position open to:** All qualified applicants



### Job Summary/Required Knowledge, Skills and Abilities

Under broad supervision, plans, manages, coordinates and monitors the clinical and administrative operations of a Public Health clinic. Provides clinical, programmatic, and technical support to staff and clients. Develops and fosters internal and external, community-based partnerships. Monitors operational and financial activity of the clinic through analysis of activity reports. Maintains excellent environment of care and operates facility in accordance with standard policies and procedures. Ensures accountability for productivity as defined by standards set by productivity team. Ensures proper training of all staff to maintain a high performance work environment. Excellent interpersonal communication, problem solving, critical thinking, and conflict resolution skills; Possession of analytical decision-making skills necessary to quickly assess and resolve complex logistical, technical, and patient care problems and issues: Ability to train, motivate, and supervise subordinate staff: Ability to address and manage conflict in a direct and professional manner; Ability to build collaborative internal and external relationships; High emotional intelligence as evidenced by ability to evaluate/perceive a situation from multiple lenses and understand various perspectives in coming to problem resolution. **Nursing experience will be required for this position.**

### Minimum Qualifications:

Master's degree in a related field from an accredited college or university AND Two years of experience performing work related to area of assignment, OR Bachelor's degree in a related field from an accredited college or university AND Five years of experience performing work related to area of assignment, OR One year of experience at the lower level Healthcare Prgm Consultant 2 (HCP091) or position equivalent. Note: Some positions may require licensure.

**Copy of Official College Transcript must be submitted with application.**

### Preferred Qualifications:

Master's degree in nursing, nursing administration, public health or directly related field from an accredited college or university AND Four years in an administrative or supervisory capacity AND current Georgia license as a Registered Professional Nurse OR Bachelor's degree in nursing from an accredited college or university AND Five years of experience as a Registered Nurse, Three years of which in an administrative or supervisory capacity AND current Georgia license as a Registered Professional Nurse OR Eight years of experience as a Registered Nurse, Two years of which in an environment related to the area of assignment, Six years of which as a supervisor AND current Georgia license as a Registered Professional Nurse. Three (3) years of supervisory experience in a healthcare setting. Experience monitoring quantitative/qualitative data and developing reports. Excellent customer service skills.

### We Offer:

12 paid holidays, 3 weeks each of annual and sick leave per year. A defined benefit retirement plan, life insurance and payroll deductible Health and Flexible Benefits (Dental, Vision, Legal, Long Term Care, Dependent Life, AD&D, Short and Long Term Disability). Medical and Child care spending accounts can be established in addition to deferred compensation options.

## Instructions to Apply:

EMAIL, FAX or MAIL a completed GNR Health application\* to:

**Katie Bowles - HR**

**Gwinnett, Newton, & Rockdale County Health Departments**

**PO BOX 897**

**Lawrenceville, GA 30046**

**Fax # 770-277-2089**

[katie.bowles@gnrhealth.com](mailto:katie.bowles@gnrhealth.com)

At Gwinnett, Newton, & Rockdale County Health Departments, we work to protect and improve the health of those who work, live, and play in our community. Our most valuable resource is, by far, the dedicated and highly trained employees who enjoy and appreciate the opportunity they have to serve our community.

Applications may be downloaded at  
[www.gnrhealth.com](http://www.gnrhealth.com)

\* We do not accept resumes without a fully completed Application for Employment. Required education credentials, license, certification and/or registration must be submitted prior to employment. Due to the volume of applications/resumes, we are unable to provide information regarding status over the telephone. No notification will be sent except to those applicants selected for interviews.

**APPLICATIONS MUST BE SUBMITTED NO LATER THAN 5:00 PM ON THE DAY OF DEADLINE**

### **An Equal Opportunity Employer**

Under Title I of the ADA, we do not discriminate on the basis of disability in our employment practices.

*Applicants selected for employment will be subject to the following:*

Pre-employment Drug & Medical Screening | Fingerprint Criminal Record Investigation | Reference Checks