

Nurse Administrator

Norcross Health Center, 5030 Georgia Belle Court, Norcross, GA 30093

The position is open to all qualified applicants

Date posted | December 28th, 2022

Application Deadline | Open Until Filled

Position Number(s) | New
Based on qualifications
Salary | & licensure

Position type | Unclassified
Paygrade | K or O

Job Summary

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.**

Qualifications

Minimum

Position can be filled by individuals with either of these sets of qualifications:

HCP092 HC Program Consultant 3 Paygrade K

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. Please note PH LPN 3 experience will count as equivalent experience.

HCM032 Sr. Mgr. Nurse Paygrade 0

Master's degree in nursing, nursing administration, publichealth 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.

Preferred

Experience in public health. Managerial nursing experience. Bilingual

Continued on next page



Position: Nurse Administrator

Continued

Apply today.

1. **Download an application at www.gnrhealth.com.**
2. **Email, fax or mail your completed application:**

Attn: Katie Bowles, Human Resources
GNR Public Health
2570 Riverside Parkway, Lawrenceville, GA 30046
Katie.Bowles@gnrhealth.com or Fax 888-883-5187

Benefits package includes

- 13 paid holidays
- Three weeks annual leave per year
- Three weeks sick leave per year
- Defined benefit retirement plan, life insurance, and payroll deductible health & flexible benefits including dental, vision, long-term care, dependent life, AD&D, and short- and long-term disability
- Medical and child care spending accounts in addition to deferred compensation accounts

GNR Public Health does not accept resumes without a fully completed employment application. Applications must be received no later than 5:00 p.m. on the application closing date. Required education credentials, license, certification and/or registration must be submitted prior to employment. Due to the volume of applications we receive, we are unable to provide information regarding the status of your application over the phone. Application status is not sent to individuals who are not selected for interviews.

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, and Reference Checks.