

Nurse Administrator

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

The position is open to all qualified applicants

Date posted | March 28th, 2023

Application Deadline | Open Until Filled

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

Position type | Unclassified
Paygrade | O

Job Summary

Seeking a dynamic nursing leader to join the GNR Public Health team. The Nurse Manager will utilize broad clinical and administrative skills to manage a community facing Public Health clinic in Norcross, GA. The nurse manager will oversee service provision and ensure excellence in clinical care, primarily preventive in nature, and customer service. The nursing leader will provide clinical care, training, education, and support to staff and clients, and develop and foster internal and external community-based partnerships, focused on protecting the health of the community.

Additional job duties include:

- Monitoring operational and financial activity of the clinic
- Ensuring proper training of staff to maintain a high performance work environment.
- Monitoring productivity and excellence in clinical care and customer service.

The successful candidate for this position will possess:

- Excellent communication, problem solving, and critical thinking skills;
- Ability to successfully train, motivate, and supervise subordinate staff;
- Ability to address and manage conflict in a direct and professional manner;
- Ability to build and maintain 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.

Qualifications

Minimum

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.

Preferred

Experience in public health. Managerial nursing experience. Bilingual

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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.