

GENERAL PUBLIC
Program Administration Manager III
Deputy Executive Director
BOARD OF NURSING
DEPARTMENT OF HEALTH PROFESSIONS
Position: #00245 Pay Band: 6
Salary Range: \$85,000 - \$103,000

DUTIES: This position serves as a Deputy Executive Director for the Board of Nursing, assisting with matters related to board policy, management and operations. The primary duties include: manages and coordinates licensing and disciplinary processes for certified nurse aides (CNAs), registered medication aides (RMAs) and licensed massage therapists (LMTs), provides oversight for Nurse Aide/ Medication Aide Registries and regulation of massage therapists, ensures the timely resolution of appealed CNA, RMA and LMT applicant cases referred to the Board, performs review of discipline cases, coordinates, staffs and monitors cases for Informal Conferences (IFC's), and formal hearings.

QUALIFICATIONS:

- Extensive knowledge of the laws, regulations and procedures associated with the regulation of professional occupations and with adjudication of disciplinary cases.
- Effective analytical and problem solving skills and considerable experience with Microsoft Office Suite.
- Demonstrated ability to analyze patient treatment records, legal documents and technical material to make case management decisions.
- Demonstrated ability to communicate effectively orally and in writing with agency personnel, board members, licensees and the public, including the ability to prepare official case documents and supplemental case reports.
- Demonstrated ability to independently manage and supervise employees, including the ability to establish and evaluate performance goals.
Prior experience in management and direct supervision of professional and para-professional staff.
- Must possess or be eligible for licensure as a registered nurse in the Commonwealth of Virginia.
- Active practice as a Registered Nurse within the last several years.

PREFERRED QUALIFICATIONS:

- Master's Degree in nursing or other graduate degree that provides equivalent knowledge and skill to perform duties of the position.
- Experience in a regulatory or legal environment.
- Increasingly progressive clinical nursing and managerial experience preferably in assisted living, home health or long term care environment.

SPECIAL REQUIREMENTS:

Conditions of employment for the candidate of choice include: participation in the Commonwealth's direct deposit program, a fingerprint based criminal history check, and completion of computer security training.

State employees who have been affected by Policy 1.3 Layoff and possess a valid Interagency Placement Screening Form (Yellow Card) or a Preferential Hiring Form (Blue Card) must submit the card BEFORE the

closing date for this position. The card may be scanned and attached to the application or faxed to (804) 527-4446. Please include your name and the position number on the fax cover sheet.

The Dept. of Health Professions does not accept "See Resume" as a response to any question. Resumes and cover letters may be attached to the online application, but are not accepted in lieu of a completed application, nor should they be referenced in the body of the application in place of a complete answer. Information on the application is the primary source used for screening the position. Failure to complete any section of the application may disqualify the application for further consideration. Applications should include complete work history, including periods of unemployment if applicable. **INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.** Dept. of Health Professions will record information from each new employee's Form I-9 (Employment Eligibility Verification) into the Federal E-Verify system to confirm identity and work authorization. **AMERICORPS, PEACE CORPS, AND OTHER NATIONAL SERVICE ALUMNI ARE ENCOURAGED TO APPLY.**

DHP is pleased to be exclusively accepting employment applications using the on-line employment system managed by the Department of Human Resource Management. Please view the link below to submit your completed state application for consideration no later than Friday, July 13, 2018. If you have any questions concerning the application process or experience difficulty accessing the website, please feel free to contact Human Resources at 367-4410. <https://virginiajobs.peopleadmin.com/>

The Department of Health Professions has a Web presence on the Internet. Please access agency employment opportunities at: www.dhp.virginia.gov.

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