Deputy Executive Director, Board of Nursing
Prog Admin Mgr III, 19216
Dept. of Health Professions
Position: #00094  Pay Band: 6
Hiring Range: $87,338 - $113,325
Application Deadline: 09/10/20

**DUTIES:** The Department of Health Professions, a diverse and inclusive organization, is seeking candidates for the Deputy Executive Director, Board of Nursing.

The Deputy Executive Director, Board of Nursing provides professional operational support to the Executive Director for the Board of Nursing by managing and coordinating nurse, nurse aide, and medication aide education program processes and assisting the Executive Director on matters related to board policy, management and operations.

**QUALIFICATIONS:**
- Extensive knowledge of the laws, regulations and procedures associated with the regulation of nursing-related professions.
- Demonstrated ability to analyze education program records, legal documents and technical material to make education and licensure decisions.
- Demonstrated ability to effectively communicate both orally and in writing with agency personnel, board members, licensees and the public, including the ability to prepare official education and case documents.
- Demonstrated ability to independently manage and supervise employees, including the ability to establish and evaluate performance goals for both headquarters and remote employees.
- Knowledge of adult education principles.
- Knowledge of nursing-related education program approval processes.
- Effective analytical and problem solving skills and Word processing skills in a Windows environment.
- Holds or is eligible for a license as a registered nurse in the Commonwealth of Virginia or multi-state privilege, Master’s Degree in Nursing.
- Extensive nursing experience, some of which must have been in nursing education.

**PREFERRED QUALIFICATIONS:**
- Doctorate in nursing, education or related field
- Increasingly progressive nursing and managerial experience preferably in nursing education
- Certified Nurse Educator
- Working knowledge of competency assessment principles and testing for nursing, nurse aide and/or medication aide
- Knowledge of nurse aide education requirements and federal guidelines

**SPECIAL REQUIREMENTS:**

As an employee of this agency, you are required to review, sign, and comply with the Department’s Confidentiality Statement and the Department’s Code of Ethics.
Successful completion of all computer systems security training required by this agency and the Virginia Information Technologies Agency (VITA) is a condition of employment.

Successful completion of a fingerprint-based criminal history check is required at the time of your employment.

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.

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. Reasonable accommodations are available to individuals with disabilities during the application and/or interview processes per the Americans with Disabilities Act. 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.

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

Equal Opportunity Employer