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Central City Concern is a non-profit social service and housing agency whose mission is to provide comprehensive solutions to ending homelessness and achieving self-sufficiency. CCC provides many services, such as chemical dependency treatment, employment services, housing, medical services, and other related services, to a diverse population. As an agency deeply rooted in recovery we have a keen interest in promoting and maintaining a Drug & Alcohol-Free Workplace. A drug and alcohol-free workplace is essential in supporting individuals in recovery, and in providing a safe, healthy, and productive environment for employees. As part of our policy and commitment to a drug and alcohol-free workplace we conduct post-offer, pre-employment drug screens.

JOB ANNOUNCEMENT

TITLE: Nurse Manager
DEPARTMENT: Old Town Recovery Center
REPRESENTED: No
REPORTS TO: Director of Mental Health Services
SHIFT: Monday through Friday, 8:00am – 4:00pm
SALARY: Depending on Experience

SUMMARY: The nursing manager demonstrates leadership for the team by providing excellent patient care and mentoring of staff. The nursing manager creates a climate of trust and empowerment within the team and coaches the team by identifying strengths and learning needs, providing encouragement, motivation, and confidence building. The role of the nursing manager also focuses on quality and safety in patient care and staff performance, including participation in the evaluation process.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Recruit, hire, supervise and evaluate the work performance of the nursing staff.
2. Develop, implement and review the implementation of standards of practice, patient care policies and procedures.
3. Review and monitor the clinical practice of nursing personnel in conjunction with the Director.
4. Control drugs and supplies of the medical unit, including purchasing, inventory and administration of medications to patients.
5. Develop and maintain quality assurance system.
6. Provide leadership to identify and resolve quality issues.
7. Develop, monitor and take actions necessary to maintain budget.
8. Serve as medical liaison to other treatment programs, hospitals, and governmental agencies.
9. Provide leadership of staff and promote professional practice.

DESCRIPTION OF OTHER DUTIES:

10. Promote effective collaboration with healthcare members.
11. Attend required meetings and trainings.
12. Perform other duties as assigned

SKILLS AND ABILITIES:

1. Thorough knowledge of professional nursing theory and practice, with ability to plan, direct and instruct in these areas.
2. Thorough knowledge of psychiatric treatment, chemical dependency treatment, and intervention techniques.
3. Knowledge and experience with dual diagnosis clients.
4. Ability to develop and write medical policies and procedures in a professional manner.
5. Skills in the supervision of employees, including motivation techniques, progressive discipline, problem solving, employee involvement and performance evaluation.



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6. Skills in program planning, including the development of goals, objectives, timelines, scheduling and evaluation.
7. Skills in budget planning and the monitoring of expenditures.
8. Sufficient manual dexterity and physical ability to perform assigned tasks.
9. Ability to communicate clearly and concisely both orally and in writing.
10. Ability to manage time and meet deadlines.
11. Ability to work courteously and communicate effectively with the general public, clients and co-workers.
12. Ability to maintain accurate records and necessary paperwork.
13. Ability to learn and apply training instruction.
14. Ability to provide leadership.
15. Ability to understand and follow oral and written instructions.

MINIMUM QUALIFICATIONS:

1. Bachelor's degree in nursing or nursing education; or completion of an accredited two or three year course of training for nurses, preferably supplemented by post-graduate training in public health, teaching, administration, psychiatric nursing or equivalent combination of training and experience.
2. Three years experience as a registered nurse with experience supervising other nurses.
3. Current Oregon Registered Nurse License.
4. Three years experience in psychiatric nursing.
5. If in recovery, must be able to document continuous abstinence under independent living conditions or recovery housing for the immediate past two years.
6. Current CPR certification or must obtain within one month if not current.
7. Must be able to communicate accurately and effectively in writing and verbally. Must be able to give and follow written and verbal instructions.
8. Physical ability to bend, stoop, kneel, squat, twist, reach, pull and lift heavy objects.
9. Must be able to climb stairs several times a day.
10. Must be computer literate.
11. Must be available during some evenings and weekends.
12. Must pass a pre-employment drug screen, TB test, and background check.
13. Must adhere to agency's non-discrimination policies.
14. Ability to effectively interact with co-workers and clients with diverse ethnic backgrounds, religious views, political affiliation, cultural backgrounds, life-styles and sexual orientations, and treat each individual with respect and dignity.

APPLICATION PROCEDURE:

Qualified applicants **must** submit a Central City Concern employment application to be considered for this position which can be obtained at www.centralcityconcern.org. Applicants may include a cover letter and resume. Apply by mail or fax (503-445-8089), or in person at Central City Concern, 232 NW Sixth Avenue, Portland, OR 97209. Application email: jobs@ccconcern.org. Current CCC employees must submit an *Internal Employment Application*, available at the main office. More information at www.centralcityconcern.org.

Date Open: 1-20-12

Date Closed: 2-9-12

EQUAL OPPORTUNITY EMPLOYER

Reference # 12-14