

MANILAQ ASSOCIATION
10/05

Title: Nurse Educator/Recruiter
Status: Exempt
Housing Priority: 1
Safety Sensitive: Yes

Program: Nursing
Range: 16
Name Check: Yes
Fingerprints: Yes

POSITION SUMMARY

The Educator will be responsible for the development, coordination, and over site of the Nursing Division Education and Recruitment Program. She/he will work closely with Human Resources and the various members of the Maniilaq Health Center Division of Nursing Management Team in identifying educational and staffing needs, potential candidates for hire, and in facilitating the recruitment, interview, and hiring process. The Educator will maintain all appropriate records and databases to meet regulatory and Division/Association needs. A working relationship with all temporary nurse contract agencies will be maintained.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Serves as a member of the Maniilaq Health Center Division of Nursing Management Leadership Team.
2. Develops and maintain standards, policies, procedures and protocols to support nursing staff education, orientation and competency evaluation processes.
3. Collaborates with the Nursing Career Program to establish and maintain a Mentor/Preceptor training program for the orientation of new and temporary Nursing Division employees, with regular progress reports and evaluations.
4. Maintain Nursing Division Database (including Health stream) and records related to staff competencies and certifications.
5. Coordinate and assist in provision of consistent orientation training for all Nursing Division staff.
6. Works closely with Human Resources (HR) in maintaining new employee orientation documentation, proof of licensure and certification records.
7. Promote nursing as a career and recruit nurses through various promotional nursing displays, Power Point Presentations of nursing opportunities in the Northwest Arctic Region, brochures, newsletters, advertising, participation in health/job fairs, etc.
8. Works in collaboration with the Nursing Career Program to facilitate a smooth transition from student to staff when appropriate.
9. Coordinate with HR and IS in developing a Nursing Job Web Site and Application system, and connection with any existing state wide/national Nursing Job Opportunity Web sites.
10. Coordinate with Nursing Division Management Team and Human Resources to identify staffing needs, locate appropriate candidates, and facilitate the application-interviewing-hiring process. Will also develop standards, policies, procedures, and protocols, to support recruitment and retention of nursing staff.
11. Create and/or provide educational experiences related to equipment use, regulatory processes, high risk activities and other subjects as identified by Nursing Management Team, staff evaluation and individual requests as needed.
12. Attend conferences and networks for relationship building, resource development, and professional development activities, in order to keep abreast of the state of the art recruitment/retention and staff development practices.

13. Establishes, participates in, and evaluates program improvement goals.
14. Works with the ADON to maintain contracts with various Temporary Hire Nurse Agencies and monitors the competency, licensure, orientation records of the Temporary Hire Nurses, providing necessary information to HR.
15. In times of staffing shortage or emergencies may be called upon to assist in staffing nursing units.
16. Maintains Department Budget within budgetary guidelines; makes revisions to budget as necessary; and promptly reports needs, issues, or discrepancies to supervisor.
17. Maintains instructor certifications as needed.
18. Maintains professional ethical standards of conduct at all times as set by the Nursing Ethics Committee.

MINIMUM QUALIFICATIONS

1. A Registered Nurse (MSN preferred) with current licensure in the State of Alaska and at least two years nursing experience. Additional Bush Nursing/Rural Nursing experience preferred.
2. Knowledge of various core competencies, the mentor/preceptor process, licensure requirements, and regulatory agency requirements is necessary.
3. Must be able to pass the core competencies assigned to this position and maintain the educational requirements of the department.
4. Ability to utilize various computer programs, including RPMS, Microsoft Office, and Excel/Access database programs.
5. Demonstrates a wide theory base and sound clinical skills in order to interact with Health Team Members, community agencies, and individuals with diverse opinions, values, religious and cultural ideals.
6. Ability to work autonomously with little direction and be directly accountable for practice and position.
7. Demonstrates leadership qualities including time management, verbal and written communication skills, problem solving, decision making, priority setting, work delegation and work organization.
8. Ability to lift up to 70 pounds and spend long periods of time standing or walking. Employee may be exposed to communicable diseases and hazardous materials.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of people in his job.

REVIEW/APPROVAL

Immediate Supervisor Date

Human Resources Date

Second Level Supervisor Date

Employee Date