



Ontario County Department of Human Resources
3019 County Complex Drive
Canandaigua, NY 14424
www.co.ontario.ny.us ~ ~ (585) 396-4465

Vision: A vibrant community where every citizen has the opportunity to be healthy, safe and successful

Mission: Provide strategic and responsive public services that are fiscally responsible and sensitive to the diverse and changing needs of our community

JOB OPENING NOTICE

JOB POSTING #: ___20-013___ POSTING DATE*: FROM: 5/28/20 TO: 6/11/20

JOB TITLE: Director of Quality Improvement

RATE OF PAY: \$33.02 (\$64,389)

LOCATION: Ontario County Community Public Health Department

MINIMUM QUALIFICATIONS AS SHOWN ON JOB DESCRIPTION

See attached job description for full minimum qualifications and description of the position.

Appointment will be made on a Provisional basis, with Permanent appointment following successful qualification in the Civil Service Examination, which will be scheduled at a later date.

APPLICATION DEADLINE / LAST FILING DATE*: ___6/11/20___

* Last filing date established for an announced exam always supersedes posting date.

HOW TO APPLY: Visit www.co.ontario.ny.us/humanresources or the Department of Human Resources to receive additional information and for the Application for Employment or Examination. Completed applications can be delivered personally or mailed to the address above.

Include the Job Title and Job Posting Number on the application.

Ontario County is an Equal Opportunity Employer and, as such, offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status, disabilities or, in certain circumstances pursuant to Executive Law 296, conviction record. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.

DIRECTOR OF QUALITY IMPROVEMENT

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning and overseeing a comprehensive program to ensure compliance with state and federally mandated nursing and patient care quality standards. The incumbent performs a variety of standards compliance functions, which may include those related to staff development, in-service training, quality assurance, patient review, and infection control. The work is performed under general direction, with leeway permitted for the exercise of independent judgment in carrying out the specific duties. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Develops and implements quality improvement program;
Provides support to staff in areas of clinical documentation and record review;
Assists in the orientation of new personnel to their positions and in planning training appropriate to their functions in the organization;
Secures and maintains annual mandatory in-services;
Participates in staff meetings and conferences involving coordination of the in-service education program;
Keeps the Director and other staff personnel informed on institutions and workshops that may be of interest;
Refers problems of an administrative nature to the Department Head;
Confers with staff members on problems relating to nursing service to assist in establishing course content for in-service training programs;
Evaluates service provision to assure quality standards;
Functions as staff supervisor as needed to keep programs in mandated coverage compliance;
When acting as staff supervisor, supervision may be exercised over the work of nurses and support staff
Prepares a variety of related records and reports;
Coordinates Quality Insurance Committee and Professional Advisory Committee.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of current nursing theory and practices; good knowledge of sanitation and personal hygiene; demonstrates ability to coordinate in-service nursing training programs; ability to arouse and maintain interest in subjects taught; ability to secure the cooperation of others; initiative and good judgment in presenting course material and demonstrations; ability to understand and carry out technical oral and written directions; good observation; mental alertness; thoroughness; patience; physical condition commensurate with the demands of the position.

QUALIFICATIONS:

County Values: All employees of Ontario County are expected to uphold and exhibit the County's shared values and behaviors to achieve the County's Vision and Mission.

MINIMUM QUALIFICATIONS: Either:

1. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Nursing AND two (2) years of full-time paid experience, or its part-time equivalent, as a Registered Professional Nurse, one (1) year of which shall have been in a supervisory or teaching position; OR
2. Graduation from an accredited three year school of professional nursing AND three (3) years of experience as noted in (1) above; OR

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DIRECTOR OF QUALITY IMPROVEMENT

MINIMUM QUALIFICATIONS: (Continued)

3. Graduation from an accredited two year school of professional nursing AND four (4) years of experience as noted in (1) above.

NOTE: Advanced education degree received, in a program or specific field noted above, will be accepted in lieu of the minimum education noted.

SPECIAL REQUIREMENT FOR APPOINTMENT: Possession of a current license to practice, or temporary permit, as a Registered Professional Nurse in New York State at time of appointment.

REVISED: 7/21/11, 5/27/2020

CIVIL SERVICE CERTIFICATION: COMPETITIVE