

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.	
2. Employee's Name (Last, First, M.I.)	8. Department/Agency MDHHS-CTR FORENSIC PSYCHIATRY
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) State Hospital Administration
4. Civil Service Position Code Description STATE DIVISION ADMINISTRATOR	10. Division Nursing Department
5. Working Title (What the agency calls the position) Director of Nursing	11. Section
6. Name and Position Code Description of Direct Supervisor VANDENBERGH, ANDREA L; SENIOR EXEC HOSPITAL DIRECTOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor WIEFERICH, JEFFERY; SENIOR MANAGEMENT EXECUTIVE	13. Work Location (City and Address)/Hours of Work 8303 Platt Road, Saline, MI 48176 / M-F, 8:00am- 4:30pm; some weekends & evenings
14. General Summary of Function/Purpose of Position	
<p>This position serves as the director of nursing within a complex organization, having direct authority and responsibility for assuring that essential patient care functions are carried out. Primary among these functions is the responsibility to develop & implement the hospital's plan for patient care, based upon standards of practice consistent with the hospital's mission & philosophy. Additional functions include conceptualizing and defining the organized care services within the organization, developing and evaluating the delivery of nursing care and other designated healthcare services, providing leadership, direction, guidance, and supervision to nursing management and other personnel, providing for developmental and inservice training needs of staff and student interns, and ensuring proper labor relations within the department, consistent with laws, state regulations, and contractual obligations.</p>	

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 40

Provision of leadership, direction, guidance, and supervision to nursing management and other personnel.

Individual tasks related to the duty:

- Coordinate Nursing Department employee evaluations
- Conduct administrative & clinical supervisory sessions for subordinate managers
- Monitor time and attendance for subordinate managers
- Approve or deny leave requests
- Administer corrective or disciplinary action as needed for subordinate managers/staff
- Oversee the orientation of department staff
- Provide for participation of subordinate managers in decision-making relative to nursing care needs & goals
- Oversee education of subordinate managers in Nursing-related policy reminders, updates, changes, or development

Duty 2

General Summary:

Percentage: 15

Conceptualizing and defining the organized nursing care services within the organization.

Individual tasks related to the duty:

- Identifies the philosophy of nursing care services, consistent with the hospital's mission
- Determines the purpose & objectives of nursing care services
- Oversees the establishment of the nursing care delivery system
- Ensures that nursing care services are compatible with requirements of regulatory agencies
- Directs the development of standards of care

Duty 3

General Summary:

Percentage: 10

Development and evaluation of the delivery of nursing care and other designated healthcare services.

Individual tasks related to the duty:

Work with the Associate Directors of Nursing to:

- Select nursing models & implement them
- Oversee the evaluation of goals, objectives, & services
- Direct plan for improvement of healthcare delivery systems through an organized program to monitor & evaluate nursing care delivered to patients
- Establish mechanisms for ensuring a therapeutic environment for the delivery of services
- Formulate & administer policies & procedures that facilitate achievement of organizational goals
- Integrate department policies with organizational policies
- Determine the information management systems needed for organized nursing services
- Devise & maintain formal & informal communication systems, horizontally & vertically, within the organization

Duty 4

General Summary:

Percentage: 15

Participation in decision making for the nursing department and the organization.

Individual tasks related to the duty:

- Collaborate with other hospital leaders in setting the philosophy, mission, & goals of the hospital
- Direct and/or collaborate in long range planning & the development of hospital-wide patient care programs
- Direct health service-related budget review, identify needed resources, and evaluate current status
- Act as service delivery consultant to other hospital departments as necessary
- Provide leadership in nursing-based performance improvement initiatives
- Coordinate care delivery programs with other departments, programs, or functions within the hospital
- Oversee the admission, transfer, & discharge systems to coordinate treatment requirements with available nursing resources
- Represent nursing services in interdisciplinary program planning groups
- Collaborate with appropriate community and governmental policy-making bodies

Duty 5

General Summary:

Percentage: 10

Providing systems to address inservice developmental needs of all CFP staff and student interns.

Individual tasks related to the duty:

- Establish contractual arrangements with colleges & universities
- Direct the provision of administrative, management, and leadership training and experiences of CFP staff &

students

- Oversee the establishment of continuing education/in-service programs to assure staff competency & knowledge related to adult psychiatric patients
- Act as a role model & mentor to staff

Duty 6

General Summary:

Percentage: 10

Provision of proper labor relations within the department, consistent with laws, state regulations, and contractual obligations.

Individual tasks related to the duty:

- Select & assign staff, while ensuring EEO in hiring and promotion
- Carry out labor-management contract provisions
- Meet with union representatives in formal labor-management meetings as needed
- Work alongside the Human Resources Officer to provide response to labor relations issues which have an impact on clinical care and/or hospital operations
- Provide back-up to Human Resources Officer for Step 2 Grievance reviews and responses related to health service operations

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Administrative decisions related to the operations of the department. Clinical practice decisions related to the planning and delivery of care.

17. Describe the types of decisions that require the supervisor's review.

Administrative decisions with the potential for having hospital-wide impact when not made as part of a hospital committee or planning group

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Moderate physical activity. Moderate noise levels. The hazards associated with working with the mentally ill population.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
ZABORSKI, TONYA B	EXECUTIVE SECRETARY-E E10	RAYMOND, JULIE R	REGISTERED NURSE MANAGER-2 13
BROUGHMAN, JANNIE L	REGISTERED NURSE MANAGER-2 13	TAYLOR, ROSEMARY B	REGISTERED NURSE MANAGER-3 14
BASKIN, CARLA D	REGISTERED NURSE MANAGER-3 14	COPITHORN, SUSAN	REGISTERED NURSE MANAGER-3 14
THOMAS, LASONYA L	REGISTERED NURSE MANAGER-3 14	DANFORTH, KALYN M	REGISTERED NURSE-2 13

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|--|---|
| <input checked="" type="checkbox"/> Complete and sign service ratings. | <input checked="" type="checkbox"/> Assign work. |
| <input checked="" type="checkbox"/> Provide formal written counseling. | <input checked="" type="checkbox"/> Approve work. |
| <input checked="" type="checkbox"/> Approve leave requests. | <input checked="" type="checkbox"/> Review work. |
| <input checked="" type="checkbox"/> Approve time and attendance. | <input checked="" type="checkbox"/> Provide guidance on work methods. |
| <input checked="" type="checkbox"/> Orally reprimand. | <input checked="" type="checkbox"/> Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes.

23. What are the essential functions of this position?

Participate in decision making for the organization.

Conceptualize & define organized nursing care services within the organization.

Develop and evaluate the delivery of nursing and other designated healthcare services.

Provide leadership, direction, guidance, and supervision to nursing management and other personnel.

Provide systems to address developmental needs of CFP staff and student interns.

Provide proper labor relations within the department, consistent with laws, state regulations, & contractual obligations.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

Updating for hiring purposes. No changes to duties and responsibilities. Updating working title and changed health care to nursing care throughout the PD.

25. What is the function of the work area and how does this position fit into that function?

Director of nursing services of a complex department, responsible for all activities of the Nursing Department and CFP in-service education.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a bachelor's degree in any major.

Master's degree in Nursing, MPA, MBA, or behavioral health care preferred.

EXPERIENCE:**State Division Administrator 17**

Two years of experience as a professional manager or program/staff specialist, or equivalent experience.

Alternate Education and Experience**State Division Administrator 17**

Education level typically acquired through completion of high school and three years of safety and regulatory or law enforcement experience at the 14 level; or, two years of safety and regulatory or law enforcement experience at the 15 level, may be substituted for the education and experience requirements.

KNOWLEDGE, SKILLS, AND ABILITIES:

As listed on the Civil Service Job Specification. In addition:

- State & federal laws related to health care administration and regulatory requirements, including CMS, The Joint Commission, Michigan Mental Health Code, and the Michigan Public Health Code
- Current theoretical approaches to delivery of care & strategies for applying relevant concepts
- Current leadership, management, & PI concepts and the ability to participate in developing & implementing organizational strategies
- Current trends in hospital administration
- Training & supervisory techniques
- Labor relations, employment practices, affirmative action
- Principles of administrative management
- Fiscal planning & management
- Organization's scope & complexity; position's authority and responsibilities
- Scope & complexity of health care of patient population
- Skill in applying management & leadership techniques
- Ability to plan, direct, assign, & delegate to subordinates to assure all departmental operations are performed
- Communicate effectively, verbally & in writing
- Coordinate nursing services with other department programs within the hospital

The MDHHS mission is to provide opportunities, services, and programs that promote a healthy, safe, and stable environment for residents to be self-sufficient. We are committed to ensuring a diverse workforce and a work environment whereby all employees are treated with dignity, respect and fairness.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

Possession of a Michigan registered nurse license in good standing.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

I certify that the entries on these pages are accurate and complete.

EMILY WILLIAMS

3/18/2026

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date