

DIRECTOR: NEBRASKA ACTION COALITION

JOB DESCRIPTION: This individual is responsible for the coordination and facilitation of activities required to achieve the recommendations set by the Nebraska Action Coalition (NAC)--Future of Nursing Campaign. The Campaign is a collaborative effort to implement solutions to the challenges facing the nursing profession and to build upon nurse-based and outcomes-focused approaches to improving quality and transforming the way Nebraskans receive health care. The goal is to ensure that all Nebraskans have access to high quality, cost effective patient-centered health care. This individual will foster an environment of collaboration across the state to collect information, identify barriers, resolve issues and assure that the NAC goals are achieved. This individual will implement, track and assess the operations of the NAC as it moves toward its goals. Assures communication between all entities takes place in a timely and effective manner. Manages to outcomes and focuses on key issues. Performs all duties and responsibilities listed herein as well as other duties that may be assigned.

DUTIES AND RESPONSIBILITIES

FINANCIAL:

- Works with Executive Committee and other interested parties to establish relationships with funders/donors across the state in support of the NAC.
- Participates in fundraising & grant writing opportunities
- Ongoing communication between NAC structures and funding partners.
- Ensures that funding partners can provide long-term NAC viability
- Shares responsibility for overseeing budget preparation and fiscal management

QUALITY:

- Assists with development of strategies for meeting goals. Manages to outcomes
- Ensures that all committees have accurate, up-to-date data
- Ensures that goals, policies and procedures are in place for all committees and projects related to the NAC
- Manages resources so that the vision and mission of the NAC are realized
- Complies with any federal, state and local laws and regulations that may affect the NAC

SERVICE:

- Assists with goal setting for the NAC and proactively works to meet the goals on a timely basis
- Works with the Executive, Education, Leadership, and Practice Teams to promote IOM initiative
- Assesses, implements and tracks operations of all components of the NAC
- Plans, coordinates and facilitates NAC Committee and community meetings across the state encouraging collaboration and communication
- Instrumental in developing communication plan to inform and update all stakeholders across the state

EMPLOYEE:

- Fosters an environment where teamwork, innovation and collaboration are encouraged
- Provide day to day assistance to all NAC committee members as they establish goals, allocate resources and evaluate project results
- Contributes to NAC committee satisfaction through positive interactions and professionalism

GROWTH:

- Promotes the success of the NAC, the organization, its mission and its role across the state
- Assures partnerships and collaboration with other professional associations, businesses and community organizations
- Ongoing identification of health and business partners across the state
- Works collaboratively with staff who support this program

EDUCATION: Bachelor’s Degree in nursing, public health, business, health administration or closely related subject required, Master’s Degree preferred.

EXPERIENCE: Five or more years progressive leadership/management responsibility in a similar size company. Ability to collect, analyze, and utilize a variety of data in program planning and evaluation. Thorough knowledge of the theory and practice of local, state and national public health issues. Thorough knowledge of leadership methods as they apply to health services organization, personnel, planning and financial.

COMPUTER SKILLS: Proficient with MS-Office applications, email, internet usage and navigating network folders. Proficient in the use of computer equipment and software, learns department specific applications as needed. Familiar with IT terminology associated with security risks such as viruses, worms, spam and pop-ups.

REASONING SKILLS: Ability to solve practical problems and deal with a variety of standards effectively. Ability to interpret a variety of instructions furnished in written or oral form. Ability to prioritize, check for errors and spot inaccuracies. Ability to predict the logical outcome of various choices and to make good decisions.

COMMUNICATION: Effective professional communication skills, both written and oral. Ability to read, analyze and interpret appropriate periodicals, regulations and correspondence pertaining to area of expertise. Ability to present information and respond to questions from employees, clients, managers, and the general public.

PHYSICAL REQTS: Requires ability to sit, hear, see and speak. Requires manual dexterity sufficient for the use of common office equipment such as computers, calculators, photocopiers. Requires mobility sufficient to gain access to the work area and complete the functions of the job.

ENVIRONMENT: General office environment with infrequent exposure to extreme conditions (temperature, noise, fumes, dust, etc.). Must be available to travel.

DRIVING/INSURANCE: Must maintain current driver’s license and auto insurance coverage within the limits specified by VNA’s liability insurance carrier and stated in the VNA employee handbook. Must provide proof of license and insurance upon request and have access to reliable transportation. Must maintain an acceptable driving record as set forth in VNA’s policies and procedures.

LICENSURE: Active license to practice as a Registered Nurse in the State of Nebraska.

COMPETENCY: Ensure that competency of all staff is assessed, maintained, demonstrated and continually improved. Incorporate professional standards into agency policies. Provide for resources (financial and human) for providing care and support services.

PRESIDENT/CEO SIGNATURE: _____ Date _____ Revised 6/13

EMPLOYEE SIGNATURE

I have read my entire job description and I understand my duties, responsibilities and essential functions.

Employee Signature: _____ Date _____

VP Signature: _____ Date _____