

# SAN JOAQUIN GENERAL HOSPITAL

IS RECRUITING FOR:

## NURSING DEPARTMENT MANAGER - EMERGENCY DEPARTMENT



**SJGH**

500 W. Hospital Road  
French Camp, CA 95231  
Phone: 209-468-6918



**SAN JOAQUIN COUNTY**

Human Resources  
44 N. San Joaquin Street  
Third Floor, Suite 330  
Stockton, CA 95202  
Phone: 209-468-3370

Recruitment Announcement:  
0716-RH1300-AC  
Amended 2/14/18

### THE POSITION

San Joaquin General Hospital is seeking a highly ethical, principled and talented Nursing Department Manager to join the hospital's Nursing Administration team. The primary focus of this position is on the management of the fast-paced Emergency Department environment and to nursing services. This position is responsible for coordination with other departments and services such as Trauma and Surgery.

This position oversees the Emergency Department which operates 24 hours a day 7 days a week. The mission of the Division of Nursing is to provide compassionate care to the culturally diverse residents of San Joaquin County. We are responsive to the changing needs of health care in a cost-effective, creative, and innovative manner. This is achieved through providing an environment in which excellence in nursing practice can occur, nurtured by the education of staff, patients, and family.

**Note:** Candidates who are designated as House Supervisor or Relief House Supervisor, as a condition of employment, must successfully pass a California Department of Corrections (CDCR) background investigation by the California Department of Corrections and Rehabilitation. Candidates must also maintain their CDCR clearance for continued employment in this position.

### THE DEPARTMENT

San Joaquin General Hospital is a public hospital and a designated level III Trauma Center and Certified Stroke Program. The hospital, originally established in 1857, is a 196-bed general acute care facility providing a full range of both inpatient and outpatient services. In addition to providing direct medical services, the hospital is active in providing education for health professionals through post-graduate residency programs in General Surgery, Internal Medicine and Family Practice and has trained over 3,000 physicians since the residency programs were established in 1932. The hospital also participates in clinical affiliation agreements for training programs in a variety of health professions including Registered and Licensed Vocational nurses, Pharmacists, Radiology Technologists, Social Workers and Respiratory Therapists.

San Joaquin General Hospital's friendly staff is committed to creating a warm and personal environment which is sensitive to both a patient's emotional and physical needs. The staff of San Joaquin General Hospital work hard to provide the highest quality health care services to the residents of San Joaquin County. We are proud and confident of our tradition of serving and caring for our patients with courtesy, respect, dignity, enthusiasm and a positive attitude.

*San Joaquin County is an Equal Opportunity Employer*

## SAN JOAQUIN COUNTY

A land of beauty, recreation and natural riches—from the waters of the Delta to the vines of the wine, San Joaquin County has it all. San Joaquin County boasts seven cities and some of the finest opportunities in the state for boating, fishing, camping, history-gathering, or just plain fun in the sun. Each city, as well as the unincorporated county areas, offers a unique opportunity to enjoy natural California beauty and nature, or music, arts and culture. Whatever your interest, it can most likely be found in San Joaquin County.

### ARTS, CULTURE, AND RECREATION



The arts and culture provide a much-needed respite from everyday worries and the Haggin Museum, San Joaquin County Historical Museum, and Stockton Children's Museum are popular spots.

The Stockton Symphony, San Joaquin County Ballet, and Stockton Civic Theater provide important experiences for children and adults. The multi-cultural community offers a diversity of views and opinions in its art and culture, providing a wealth of knowledge about past and present on canvas and stage.

Over 75 languages are spoken within the region and there is richness in the blending of cultures and ways that creates an air of celebration about individual customs, foods and cultures.

San Joaquin County government provides nine community parks for boating, camping, and picnicking, swimming and organized sports. Annual family events include the Asparagus Festival, attended by thousands of fun-seekers from the county and beyond, held in downtown Stockton.

Individual cities and communities provide a host of other opportunities, from Lodi Lake Park and Nature Area to the Woodbridge Ecological Reserve. The county-owned and operated Micke Grove Park offers a zoo, rides and an historical museum to delight both children and adults. The San Joaquin Delta is one of the area's best kept secrets and offers some of the best boating in the state: more than 1,000 miles of waterways stretching from the Stockton Harbor to north of Sacramento and offering access to the San Francisco Bay.

### AGRICULTURE

The county is one of the most agriculturally rich regions in California and is the number one producer, statewide, of asparagus. Twenty-four thousand acres of county farmland is dedicated to production of this crop. In recent years, the leading crop in the county has been wine grapes, and wineries and vineyards have sprung up from Stockton to Lodi.



### EDUCATION

From preschool to higher education, the county has it covered with an abundant array of public or private opportunities to learn and grow. The University of the Pacific, California State University, Stanislaus - Stockton Center, Humphreys College and Law School, National University and the San Joaquin Delta Community College offer a wide variety of choices for educational opportunities. The county's 17 school districts provide families with a wide choice for children's educational development.

Housing is plentiful in San Joaquin County and is affordable when compared to other nearby areas.

Make San Joaquin County your new home. Housing ranges from new developments to historic homes found mostly in central Stockton and downtown Lodi.

San Joaquin County is a place where families can grow, learn, and experience the nature and beauty of the California landscape while benefiting from the unique opportunities - cultural, recreational, and educational - that the area provides.

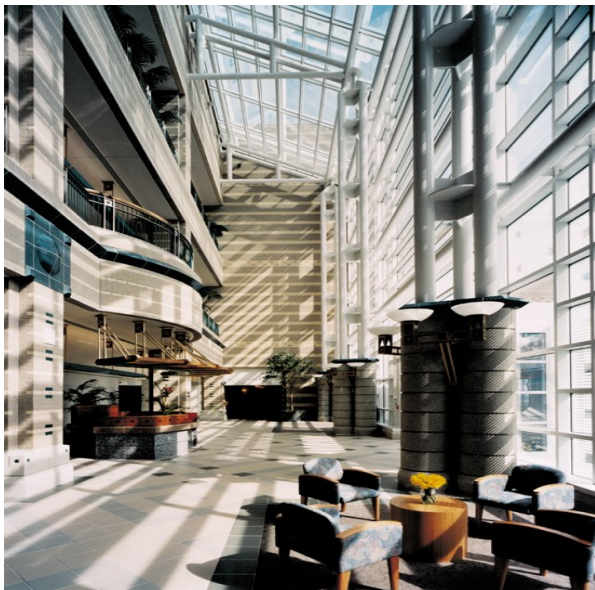
# San Joaquin General Hospital Nursing Department Manager

## THE IDEAL CANDIDATE

The ideal candidate will possess strong leadership and supervisory skills with significant successful nursing experience in the specialty area or unit responsible for. Experience should include a proven ability to work with and manage a large nursing unit and ability to make critical decisions as they relate to staff and healthcare management.

Desirable experience include:

- ◆ Supervision over nursing staff
- ◆ Effective relationship with hospital medical staff managers and senior leadership
- ◆ Budgetary/Staffing principles and practices
- ◆ Hospital safety practices and principles
- ◆ Flexible leadership skills in influencing, motivating and challenging team members to achieve the goals of the department
- ◆ Oversight of the department's operations
- ◆ Broad exposure to the clinical environment
- ◆ Community resources involved in the goals and provision of patient care
- ◆ Current trends and developments in the practice of nursing
- ◆ Principles and practices of management.



## TYPICAL DUTIES

- ◆ Sets unit philosophy and develops new plans and programs which are congruent with the mission and objectives of the Department of Health Care Services; participates in formulating, interpreting, implementing, and evaluating policies, procedures and standards of nursing care
- ◆ Coordinates the services of the nursing unit(s) with other departments and divisions through committees and staff meetings
- ◆ Prepares, presents and controls the department budget; prepares special reports and correspondence; controls the use and requisitioning of supplies for the unit; prepares and maintains records and/or statistical data
- ◆ Plans, implements, and monitors staffing schedules in order to assure optimal patient care
- ◆ Interviews and selects applicants for employment; assures appropriate orientation, teaching, supervision and evaluation of personnel on the unit; initiates and follows through with appropriate disciplinary measures when warranted
- ◆ Supervises the planning and implementation of nursing assignments to effectively utilize skills of professional and para-professional personnel and to maintain high quality patient care
- ◆ Supervises, coordinates, and evaluates the preparation and implementation of nursing care plans; participates in patient education and rehabilitation; must be able to assist with providing patient care as a floor nurse
- ◆ Provides a unit environment conducive to well-being of patients and personnel
- ◆ May perform therapeutic measures prescribed by medical authority within the limits of the Nurse Practice Act and department policy
- ◆ Participates on committees as assigned; act as a Nursing House Supervisor and may represent the hospital to outside agencies

# San Joaquin General Hospital Nursing Department Manager

## COMPENSATION PACKAGE

San Joaquin County offers a competitive compensation package.

**\*Approx Annual Salary: \$109,608-\$133,241**

*(\*Approx Monthly Salary: \$9,134—\$11,103)*

**\*Salary includes supplemental pay**

In addition to the base salary, the County offers an excellent benefit plan which includes a county contribution to health insurance, dental and vision insurance plans. Other benefits offered by the County include:

- ◆ A 1% employer contribution to the County's 457 Deferred Compensation Plan.
- ◆ A 7.5% inpatient supplemental pay

Other benefits include:

- ◆ 1937 Retirement Act plan with reciprocity with CALPERS.
- ◆ 125 Flex Spending Benefits Plan.
- ◆ 12 days sick leave annually with unlimited accumulation.
- ◆ 15 days of vacation leave (20 days after 10 years and 23 days after 20 years).
- ◆ 10 days administrative leave per year.

[www.sjgov.org/hr/Programs/Benefits](http://www.sjgov.org/hr/Programs/Benefits)

## APPLICATION & SELECTION

Completed application package including supplemental application must be submitted to the Human Resources Division by the final filing date:

**Final Filing Date: Open until filled**

**Apply Online Today:**

Website: [www.sjgov.org/department/hr](http://www.sjgov.org/department/hr)

Or submit your application, supplemental and resume to:  
San Joaquin County Human Resources  
ATTN: Marie Sneed  
44 N. San Joaquin Street Suite 330  
Stockton, CA 95202  
Tel: 209.468.6099  
Fax: 209.468.0508

## MINIMUM QUALIFICATIONS

**Note: Supplemental Application required.**

**Experience:** Four years of progressively responsible experience as a registered nurse in an acute care facility including one year of full-time supervisory or charge experience.

**Substitution:** Possession of a Bachelor's Degree in Nursing, Health Science, Business Administration or other closely related field may be substituted for one year of the required non-supervisory experience.

**License and Certification:** Current registration as a nurse in the State of California.

**Special Requirements:** (1) Successful completion of a San Joaquin General Hospital in-service or comparable training program in nursing preceptorships may be required prior to completion of the probationary period and periodically thereafter. (2) Possession of Advanced Cardiac Life Support (ACLS) certificate, and Pediatric Advanced Life Support (PALS).

**Highly Desirable:** Trauma Nurse Core Course (TNCC) certification.

*"Our community's health and well-being is our highest priority!"*



# Nursing Department Manager - Emergency Department

## SUPPLEMENTAL QUESTIONS

Please submit responses to the following questions along with your employment application to the San Joaquin County Human Resources Division. Please number your responses and address each question separately, limit-one page per question. Please provide a ***detailed description*** of your experience including **employer name, position title and dates of employment with each answer.** These questions will be reviewed in evaluating your qualifications.

1. Please provide in detail your supervisory experience directly related to inpatient nursing departments in an acute care hospital or trauma facility. Include the size of the hospital and/or trauma facility, your role/job title, and dates and location of your assignment.
2. Please describe your experience in the development/preparation of departmental financial (budgetary) documentation. Include identification of the budget range (estimate dollar value), brief explanation of budget process and budget due date (annual, semi-annual, etc). If you do not possess this experience, please note "N/A".
3. Please describe any experience you possess in the area of departmental-level process/performance improvements and development of practices and/or principles related to patient safety.
4. Please describe your experience in working to improve patient satisfaction ratings and working with nursing administration to improve or maintain excellent patient service.
5. Please describe all of your RN clinical experience in an acute care hospital or trauma facility. Include the size of the hospital and/or trauma facility, your duties and the employment time frame.
6. Please provide your current RN license number so that it can be source verified with the California Board of Registered Nurses. \_\_\_\_\_
7. The following certifications are special requirements that applicants must possess prior to overseeing the Emergency Department. Have you successfully completed the following nursing classes/certification courses? (Check All that Apply; Proof of completion must be submitted with employment application.)  
\_\_\_ Current ACLS \_\_\_ Current PALS, \_\_\_\_\_ TNCC, \_\_\_ Preceptor Course OR I understand that I must complete this course during my probationary period
8. Please list any national certifications that you possess. \_\_\_\_\_