

Date: Mon, June 17, 2013

Subject: Nurse Residency Coordinator | Stepping Up

Job Title: Nurse Residency Coordinator

Organization: Stepping Up

Location: Providence, RI

Salary: \$52,000

Start Date: 7/1/2013 or soon after

Full Time; Temp; 1 year contract; hours flexible

Job Description

The Nurse Residency Coordinator (NRC) will be part of a dynamic team that works together to implement the RI Nurse Residency Passport to Practices initiative.

The NRC will work directly with:

- Newly licensed unemployed/underemployed RNs (program participants)
- Healthcare employer partners hosting residency rotations
- Nurse preceptors at employer facilities
- Project Director
- Project Consultant
- Stepping Up Director
- RIAC and Stepping Up leadership team

The NRC will:

- Work to ensure the successful and smooth implementation of this pilot program based on national best practices
- Provide career counseling and coordinate job placements for program graduates
- Make sure that program participants meet the orientation requirements of each residency facility prior to entry
- Track participant progress, manage attendance, and measure performance with preceptors
- Be the primary contact for program participants to deliver or make referrals for any supportive services they need
- Coordinate screening and selection of candidates
- Communications, maintain data, write reports, and track outcomes
- Plan graduation ceremony

Must be willing to work throughout Rhode Island as needed.

Candidates must have considerable knowledge of workforce development and the nursing profession; RN experience preferred; excellent interpersonal and relationship building skills; written and oral communications; strong computer skills; ability to work independently; willingness to travel in-state; excellent driving record; reliable vehicle; valid RI driver's license. Bachelor's degree and a minimum of 3 years of experience in healthcare, and with clients 18 years of age or older.

Physical Demands:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work involves sitting, walking, talking, hearing, using hands and fingers to handle, feel or operate objects, tools, or controls, and reaching with hands and arms, operating a motor vehicle. The employee may be required to push, pull, lift, and/or carry up to 25 pounds. Vision abilities required by this job include close vision and the ability to adjust focus. The noise level in the work environment is usually moderately quiet. Ability to read, write and understand English. Travel will be required.

How to Apply

Submit your resume and cover letter to Stepping Up by June 27, 2013 via one of the following options:

Email: info@steppingupri.org

Phone: [401-831-2125](tel:401-831-2125)

Fax: [401-831-3677](tel:401-831-3677)

No in-person or phone inquiries please.