

Job Description

Position Title: Project Director

Project: RI Nurse Residency - PASSPORT to PRACTICE

Reports to: Stepping Up Director and RIAC Leadership Team

Overall objective of the position: To ensure effective and successful delivery of the RI Nurse Residency - PASSPORT to PRACTICE program; engage stakeholders, oversee financial, administrative and educational integrity of the program; and ensure that the project matches the model and design set forth.

Description of Duties:

- Oversight and direction of the entire project
- Recruiting and training seminar faculty
- Convening the curriculum development committee
- Convening meetings of the management team
- Working closely with consultant
- Accountable for financial tracking of grant funds
- Communicating and connecting with all the stakeholders
- Establishing MOAs with new partner employers
- Negotiating any issues that may arise
- Coordinating all payments to either facilities or individuals

Minimum Qualifications, Knowledge and Abilities:

- Master's or doctoral degree in nursing
 - Equivalent or similar experience in a healthcare or workforce development environment will also be considered
- Ability to:
 - Learn, interpret and apply a variety of complex policies and procedures with minimal guidance
 - Share ideas and convey them in an efficient manner is mandatory, as is the ability to work with a culturally diverse population, various healthcare organizations at a variety of levels

- Organize, train and motivate staff
- Perform advanced work involving judgment, accuracy and speed with minimal supervision
- Handle a variety of tasks simultaneously and ensure the accurate reporting of client statistics
- Handle various projects on an ongoing basis while addressing daily needs for the program
- Establish and maintain effective working relationships with staff, administrative officials, program participants, partners, stakeholders, and the general public
- Deal with the public in a courteous, professional and efficient manner
- Read and write at a level appropriate to the duties of the position
- Accurately perform arithmetic computations where required
- Discern any unusual or difficult situations and refer them to the RIAC and Stepping Up directors for resolution
- Excellent knowledge of correct English grammar, spelling and punctuation
- Advanced understanding of career training methods, procedures, practices; workforce development testing/assessment knowledge. An understanding of the relationships of these procedures
- Computer literacy is highly important
- Because of a relatively high volume of reports, etc., ability to type at an accurate speed of 45 words per minute is required
- Must have reliable vehicle
- Must be willing to travel in-state and occasionally out-of-state

Additional Requirements:

- Flexible, adaptable, team player
- Ability to work independently and as a team member
- Ability to work with data
- Excellent interpersonal skills
- Excellent written and oral communication skills
- Ability and willingness to comply with policies
- Motivated, cooperative, creative, efficient, and accurate self-starter with a positive attitude
- Ability to use sound judgment

- Ability to work under pressure
- Ability to prioritize tasks
- Faithful attendance, dependable, detail oriented, organized, work ethic
- Ability to accept constructive criticism
- Ability to ask questions
- Valid Rhode Island driver's license and vehicle insurance
- Clean driving record

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 20 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. Must be able to read, write and understand English. Some travel will be required.