



# Example of Nursing Services Job Description

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Our company is hiring for a nursing services. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for nursing services

- Briarwood Health Center & Clinics
- Mott Children's Hospital and Women's Von Voigtlander Hospital
- East Ann Arbor Health Center
- Northville Health Center
- Primary Care Clinics
- Canton Health Center
- Recruits, interviews and selects nurses
- Manages staffing and scheduling of nursing staff
- Provides supervision, counsel, discipline, and performance evaluation of nursing and, as indicated, assigned clinical assistive staff, with feedback from medical faculty, peer groups, and ACU leadership teams
- Manages the orientation and competency evaluation of nursing staff

## Qualifications for nursing services

- Project management, organization and planning skills to support multiple priorities in a fast-paced, matrixed environment
- Strong executive presence and relationship skills
- Experience in developing and coordinating health promotion programs
- Experience in managing DOL regulations (ADA) and disability management is a plus
- Experience in using Microsoft office and electronic medical records
- Proficient in Microsoft Office applications (Word, Excel, PowerPoint, Visio)