



POSITION AVAILABLE

Date: April 6, 2011
Position: Project Manager – Statewide Peer Assistance for Nurses (SPAN) Program
Reports to: Director, SPAN Program
Job Classification: Full time, Management/Confidential Staff Position

Qualifications: RN with a Master's degree in Nursing or a related field; experience with substance use disorders and behavioral health essential. Position requires significant travel, mostly within New York state, as well as excellent organizational, verbal and written communication skills. Team orientation necessary. Computer proficient with MS Word and Excel, as well as internet research savvy. Crystal reports preferred. NYSNA membership preferred.

Position Description: Responsible for assisting the director in managing activities and responsibilities related to identified projects that support the mission and goals of the Statewide Peer Assistance for Nurses program and the Association. Collaborate with regional staff to offer outreach education throughout NYS and other staff in supporting the activities of the association's programs and departments. Collaborate with regional and central office staff on pertinent issues. Represent SPAN in association wide activities, as directed.

Responsibilities:

1. Cooperate with RCs to plan and coordinate public relations and marketing activities related to SPAN and other peer assistance efforts.
2. Review websites related to addiction and interrelated areas on a regular basis.
3. Review and analyze developments and trends related to projects including, but not limited to, external issues and policies that affect nurses with substance use disorders, i.e. OMIG, Drug Court, as assigned.
4. Initiate, coordinate and implement strategy for projects as assigned.
5. Participate, when requested, in creating or reviewing proposals and making recommendations for program policy and procedures materials.
6. Participate, as directed, in liaison activities among regional coordinators, employers, NYS Department of Health, the State Education Department (Professional Assistance Program, State Board for Nursing, Office of Professional Discipline) and other agencies.
7. Participate in the development of written materials, Power Point presentations, and other communications to promote program activities.
8. Assist the regional coordinators to offer liaison, outreach, education, training and presentations.
9. Represent SPAN at NYSNA Days at facilities statewide and other association wide events, as directed.

10. Assist with implementation and maintenance of SPAN database and other peer assistance activities.
11. Coordinate the development and periodic review of tools to evaluate and measure SPAN program outcomes.
12. Collaborate with other NYSNA program staff to develop policies and services that foster education, prevention, early detection, and treatment of substance use disorders and mental illness for facilities, agencies, and schools of nursing.
13. Submit a monthly report providing an overview of ongoing projects and other assignments.
14. Facilitate SPAN meetings, as necessary.

Interested candidates should respond with letter of interest and resume to Ellen Brickman, Director, SPAN Program, or Kim Roberts, Director, Human Resources, at the following address:

New York State Nurses Association
11 Cornell Road
Latham, NY 12110
Website: www.nysna.org
E-mail: Employment@NYSNA.org