

**Opening Date:** 27 June 2022  
**Closing Date:** 11 July 2022  
**Location:** Tortola  
**Vacancy Notice No.** 61 of 2022  
**Job Classification:** Grade 12  
**Ministry/Department/Unit:** Adina Donovan Home for the Elderly  
**Position Details:** One year Probationary period  
Established position  
**Employment Type:** Full-time  
**Remuneration/Benefits:** Salary range **\$35,269-\$41,827 per annum**. Salary will be commensurate with qualifications and experience.

## JOB VACANCY NOTICE Nursing Manager

Government of the Virgin Islands



### ROLE SUMMARY

The successful applicant will oversee and administer professional nursing care to residents of Adina Donovan Home for the Elderly and to supervise the clinical care staff and related personnel ensuring compliance with legal and professional nursing practices and standards.

### MAIN RESPONSIBILITIES

1. Ensure the smooth and efficient operation of the clinical care of residents (including scheduling and assigning staff) and the supervision of assigned staff.
2. Receive reports from Registered Nurses on staffing and resident concerns.
3. Assist Registered Nurses in completing various reports (e.g. risk assessments and investigations of injury) and in assessing residents who are experiencing acute challenges.
4. Maintain accurate records and reporting systems for continuing care, legal purposes and ensure that all members of the care team are aware of resident-related matters.
5. Respond promptly to institutional or other emergency calls requiring extra duty, mobilization of emergency systems, evacuation of patients.
6. Control the residents' environment to ensure safety, hygienic and aesthetic conditions and control of noise and traffic flows.
7. Collect and analyse data to identify residents' needs. Monitor the conditions and care of acutely ill residents.
8. Provide clinical expertise in the management of medical and psychiatric emergencies; in medical management, crisis and behavior management; and in documentation, charting, weekly summaries and care planning.
9. Attend meetings, workshops and training sessions as instructed to ensure awareness of any change in policies or procedures which may be relevant to the role.
10. Prepare various reports on the activities of the area.
11. Develop and implement recommendations to improve policies, processes and procedures.
12. Assist with the preparation of the Department's Annual Budget.
13. Assist with the preparation and submission of Performance Planning and Appraisal Reports for assigned staff.
14. Identify job specific and environmental factors and develop, where applicable, implement and promote the health and safety policies. Mitigate and minimise workplace hazards.
15. Perform any other duties assigned by your supervisor or other senior officers to ensure the efficient and effectiveness of the Department.

### BEHAVIOURAL COMPETENCIES

1. Develop the trust and support of colleagues and stakeholders
2. Manage time effectively
3. Provide leadership in area of responsibility
4. Ensure products and services meet quality requirements
5. Provide information and advice to others
6. Plan for the use of resources
7. Plan for change
8. Minimise interpersonal conflict

### WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Clinical environment
- Domestic environment
- Exposure to hazards (physical, chemical and biological)

### MINIMUM QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree in Nursing
- Three (3) to five (5) years' work experience in the field
- At least 5 (five) years in as senior Nurse in a hospital or similar setting
- Registered in the Virgin Islands with a current license
- Sound knowledge of Government structure, policies and procedures
- Sound knowledge of applicable policies, regulations and laws
- Sound knowledge of the use of standard office equipment and computer applications
- Excellent knowledge of basic nursing and ethical nursing practice
- Sound oral and written communication skills

It is the policy of the Government of the Virgin Islands that appointments to the Public Service, and promotions within the Service, be based on the merit principle – without discrimination based on race, age (save as restricted by law), religion, political affiliation, sexual orientation, marital status, or family relationship.

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- Sound time management skills
  - Sound interpersonal and organisational skills
  - Ability to work well under pressure
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#### HOW TO APPLY

All applications for employment to the Public Service, including applications for transfer under the Employee Mobility Programme must be submitted to the address provided below by the job closing date.

Agency:

**Public Service Commission**  
**c/o Department of Human Resources**  
**2<sup>nd</sup> Floor Simms Building**  
**Road Town, Tortola VG 1110**  
**British Virgin Islands**

or by email: [hrrdbvi@gov.vg](mailto:hrrdbvi@gov.vg)

Applicants should submit the Employment Application (available at: [www.bvi.gov.vg](http://www.bvi.gov.vg)); a Résumé/Curriculum Vitae of their relevant experience and qualifications; with two personal reference letters; certified copies of identification, citizenship, and academic certifications/diplomas/licenses, along with a police certificate from your place of residency.

Applying through the Employee Mobility Programme: Applicants interested in transferring to the Public Service through the Employee Mobility Programme must submit the standard Employment Application (see above) along with the Employee Mobility Application (available at: [www.bvi.gov.vg/services/emp](http://www.bvi.gov.vg/services/emp)). All sections of both forms must be thoroughly completed in order to prevent delays in processing applications. For more information about the Employee Mobility Programme, click [www.bvi.gov.vg/services/emp](http://www.bvi.gov.vg/services/emp).

*Important Notice: Qualified candidates who are considered for potential employment with the Government of the Virgin Islands may be requested to provide further criminal history record information. Evidence of a criminal conviction or other relevant information obtained shall not automatically disqualify an individual from employment with the Government of the Virgin Islands.*