

GUAM MEMORIAL HOSPITAL AUTHORITY

JOB ANNOUNCEMENT

TO ESTABLISH A LIST FOR THE POSITION

HOSPITAL UNIT SUPERVISOR

AREA OF CONSIDERATION – DEPARTMENTAL COMPETITIVE

OPEN: OCTOBER 25, 2021

CLOSING DATE: NOVEMBER 9, 2021

ANN. NO.: 22-12

SALARY-

OPEN: N-O-01 \$61,033.00 to N-O-10 \$83,786.00 per annum

PROMOTION: N-O-01 \$61,033.00 to N-O-18 \$107,570.00 per annum

MINIMUM EXPERIENCE AND TRAINING:

- a) Graduation from a recognized college or university with a Bachelor's degree in Nursing and three (3) years of clinical experience or experience as a charge-nurse; or
- b) Graduation from a recognized college or university with an Associate's degree or Diploma in Nursing and four (4) years of clinical experience or experience as a charge-nurse; or
- c) Any equivalent combination of experience and training beyond the Associate's degree which provides the minimum knowledge, abilities and skills.

MINIMUM EXPERIENCE AND TRAINING:

Possession of a current license as a Registered Professional Nurse on Guam.

NATURE OF WORK:

This position in Guam Memorial Hospital is recognized as a key management/leadership position and is responsible for the supervision and management of a single patient care area or a combination unit as in the nursery or pediatrics. The unit supervisor responsible for the quality of patient care and ensures that sufficient and properly prepared personnel carry out the functions of nursing in that unit. The unit supervisor develops, implements and ensures compliance of standards of nursing practice in the individual unit which promotes optimum health care delivery.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS:

- In-depth, current knowledge in area of specialty and ability to translate professional and institutional goals into effective programs.
- Strong interpersonal skills; to include oral and written communication, collaboration and conflict resolutions.
- Knowledge of systems and the change process desirable.
- Must have demonstrated clinical competence in area of nursing practice and demonstrated managerial competency.
- Ability to problem solve and ability to appropriately confront issues.
- Ability to motivate others as individuals and as a group.
- Ability to plan, organize, and direct activities of others.
- Ability to deal with people.

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EXAMINATION REQUIREMENTS: A written test may be required. When a written test is not required, applicants will be rated on a scale between 70.00 and 100 percent on the basis of their training, education and experience in relation to the minimum requirements of the positions. **Individuals with disabilities who require special accommodations should contact this office prior to any scheduled examination.**

EDUCATION REQUIREMENT: Applicants claiming education accomplishment, such as, degrees or credits are required to submit official or verified copies of university or college transcripts. Pursuant to Public Law 29-113, effective September 30, 2008, all new employment in the service of the government of Guam shall have, as a reasonable measure of job performance, minimum requirement of high school diploma or a successful completion of General Education Development (GED) test or any equivalent of a general education high school program, apprenticeship program or successful completion of certification program, from a recognized, accredited or certified vocational technical institution, in a specialized field required for the job.

PRIMARY SOURCE VERIFICATION: Applicants applying for positions in the Nursing and/or Allied Health Professional positions requiring licensure pursuant to Public Law 24-329 or National Credentialing Institution must obtain a verification of licensure upon notification of selection as a condition of employment. All cost incurred for licensure/ certification verification is at the applicant's expense.

VETERANS' PREFERENCE: Applications claiming veteran's preference are required to provide a copy of their DD-214 (Military discharge member 4 form). Those claiming Compensable Disability are required to provide verification from the Veteran's Administration.

DISABILITY PREFERENCE: Applicants wishing to claim Disability Preference should submit a Government of Guam Disability Certification form, certified by the Director of Public Health & Social Services.

POLICE AND COURT CLEARANCE: Pursuant to Executive Order No. 2005-34 and Public Law No. 28-24, all applicants accepting employment with Guam Memorial Hospital Authority must submit a police and Superior Court of Guam clearance of no more than 3 months old from the date of notification of selection as a condition of employment. The cost of the clearances is the applicant's responsibility. Off-Island applicants must obtain clearances from their last place of resident.

PRE-EMPLOYMENT PHYSICAL MEDICAL EXAMINATION:

All applicants accepting employment with Guam Memorial Hospital Authority must take and pass a pre-entry Physical Examination and **COVID Screening** and show proof of **COVID Vaccination**. Expenses for the physical/medical examination must be paid by the applicant.

AREA OF CONSIDERATION AND INTERVIEW PROCESS:

A personal interview, interview by telephone or video conferencing will be held by the appointing authority or his designee for eligible candidates referred via certification. Certification for interviews are prepared from valid eligibility listings in accordance with the area of consideration or examination and in the following order if available: 1) Departmental; 2) Government-wide; and 3) Open Competitive. Candidates will be contacted accordingly during active recruitment when their names are reached on the appropriate list.

Important Note: Individuals with disabilities who require special accommodations should contact this office prior to any scheduled interviews. If traveling off-island and/or if contact information has changed, all eligible candidates are responsible for notifying the Human Resources Office of any changes in contact information to include email and mailing addresses.

DRUG SCREENING:

All applicants tentatively selected for this position are required to submit to a urine test to screen for illegal use of drugs prior to appointment.

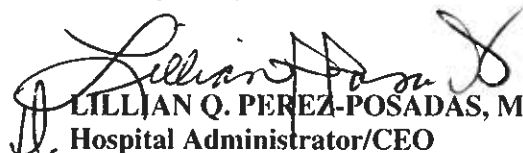
IMPORTANT INFORMATION: Public Law 99-603 (8USC, Section 1324A) requires the Government of Guam to verify the identity and work eligibility of all newly hired employees. All new employees shall be required to provide proof of identity and work eligibility to work in the United States.

If you are hired to fill a position in the Government of Guam, you will be required to present valid documents that will establish your identity and work eligibility.

WHERE TO APPLY: Applicants must submit the "Government of Guam - Employment Application - Form A" to the Guam Memorial Hospital Human Resources Department between the hours of 7:00 a.m. to 4:00 p.m., Monday through Friday. Closed on official Government Holidays, Saturday and Sunday. To ensure full consideration of your application, all supporting documents must be submitted with the application. For further information, call 647-2409/2171 or visit the Guam Memorial Hospital Authority Human Resources Department at 850 Gov. Carlos Camacho Road Oka, Tamuning, Guam 96913. The Human Resources Department is located on the first floor within the Administration offices or visit the "gmha.org website" for other employment opportunities.

"TO PROVIDE QUALITY PATIENT CARE IN A SAFE ENVIRONMENT"

APPROVED:


LILLIAN Q. PEREZ-POSADAS, MN, RN
Hospital Administrator/CEO

"EQUAL OPPORTUNITY EMPLOYER"