

## NURSE HEALTH PROGRAM OUTREACH DIRECTOR

### POSTION DESCRIPTION:

This position supports the charge of the WV Board of Registered Professional Nurses (WVRNB) by protecting public safety through the encouragement of voluntary participation in monitored alcohol, chemical dependency of major mental illness programs as an alternative to discipline. Part of the mission is aimed towards education and prevention of substance use disorder (SUD) as well as early identification of nurses at risk. The director reports directly to the Executive Director of the WVRNB and will support Statewide SUD Education Workgroup of the Board.

### RESPONSIBILITIES AND DUTIES:

1. Develop a 3-year strategic plan for the Nurse Health Programs within 3 months of hire.
2. Provide a monthly report with metrics dashboard of all Nurse Health Programs Activities by the tenth day of the following month as well as an Annual Report.
3. Administer the Nurse Health Programs including all contracts outsourced to deliver services.
4. Construct and implement a statewide SUD education outreach plan for West Virginia in conjunction with West Virginia Restore vendors.
5. Expand and facilitate relationships between relevant stakeholders including hospitals, nursing schools, professional organizations and the population of nurses and nursing schools in WV.
6. Manage communication and information flow between stakeholders and the WV Board of Nursing.
7. Launch and manage regional outreach group meetings regarding the statewide SUD education initiative, its impact and expected long-term outcomes.
8. Create and organize SUD educational material for use in presentations, newsletters, websites and other outreach activities.
9. Develop and manage regional databases to track hospital contacts, nurse participants and volunteers.
10. Organize and participate in miscellaneous projects as assigned.
11. Oversee the development of promotional materials, negotiate pricing and maintain media relations.
12. Seek grant opportunities for statewide education and assist in any grant writing efforts to secure additional finding for projects.
13. Assist with training, placement and supervision of volunteers.

### QUALIFICATIONS:

Must be a WV resident. Travel required

Unencumbered WV RN license with BSN and master's degree preferred

Must obtain CARN certification within 2 years of hire

Previous experience associated with Substance Abuse Disorder (SUD)/Mental Health (MH)  
Previous event management skills preferred.

**SKILLS:**

Microsoft Word and or Google Workspace required.

Please send both a cover letter and a resume to:  
Margaret “Marty” Alston  
Director of Finance & Operations  
WV Board of Examiners for Registered Professional Nurses  
5001 MacCorkle Avenue, SW  
South Charleston, WV 25309

Resume and cover letter must be received by March 11, 2022