

## How to Apply As an External Candidate

1. Visit [employment.nychhc.org](http://employment.nychhc.org) and click on **Search our Job Opportunities** button.

**NYC**  
**HEALTH+**  
**HOSPITALS** | CAREERS

Contact Us Help/FAQ

**SEARCH OUR JOB OPPORTUNITIES**

If you are unable to log in. Clear cache/cookies and browsing history or [contact us](#).

**OPPORTUNITIES FOR EMPLOYEES**

Employee desktop login and password required. Staff may also use the "search our job opportunities" button.

**NYC**  
**HEALTH+**  
**HOSPITALS**

Live Your Healthiest Life.

**E-Verify**

E-Verify® is a registered trademark of the U.S. Department of Homeland Security

2. Click on **New User** to create a new account.

**NYC HEALTH+ HOSPITALS** | **CAREERS**

Contact Us Help/FAQ

Job Search Sign In **New User**

You can search and review jobs from this page without creating an account with us. When you are ready to apply, registering only takes a minute. Your online account allows you to upload your resume, apply for jobs and access our online career tools.

**Filter by**

**Recruiting Location:**  
Elmhurst (70)  
Central Office (69)  
Metroplus Health Plan (66)  
Correctional Health Serv. (49)  
Health & Home Care (49)  
More...

Keywords  Search Tips  
Job Opening ID   
Minimum Pay  Currency

Fewer Options

200 matches found Sort By  ↓

**Search Results** First 1-25 of 200 Last

Associate Medical Records Specialist - 31836  
Department: PATIENT ACCOUNTS - ADMIN | Location: Harlem | Posted Date: 03/02/2017

Regular/Temporary Position  
Regular (457)

3. Fill out all the necessary fields.

**Register**

If you are new, you must first register in order to continue.

**Account Information**

\*User Name   
\*Password   
\*Confirm Password   
Name Format   
\*First Name   
\*Last Name

**Contact Information**

\*Primary Email Type   
\*Email Address   
Primary Phone Type   
Phone   
Extension   
Preferred Contact Method

**Address Information**

Country   
Address 1   
Address 2   
Address 3   
City   
State   
Postal   
County

**Terms and Agreements**


Terms and Agreements

To create an applicant account on our NYC Health and Hospitals Career Site, please read and agree to the terms and conditions listed below by selecting the "I Agree" check box.

In the event that these terms and conditions are not agreed upon, please use the Return To Previous Page link, in which the user will not be able to create an applicant account.

TERMS AND CONDITIONS APPLICABLE TO THE CREATION AND UTILIZATION OF AN APPLICANT ACCOUNT ON NYC HEALTH AND HOSPITALS CAREER SITE.

I agree to the Terms and Agreements



[Already Registered?](#) [Sign In Now](#)

\* Required Information

[Return to Previous Page](#)

4. Search for available position by entering the **Job Opening ID**, **Keywords** (i.e Director of Nursing), and scroll through the **Latest Job Postings**.

**Job Search** | My Notifications | My Activities | My Favorite Jobs | My Saved Searches | My Contact Information | Signed In as DANIELLE

**Filter by**

- Location**
  - Coney Island (122)
  - Lincoln (115)
  - Kings County (102)
  - Elmhurst (95)
  - Queens (68)
  - More...
- Category**
  - Nursing (223)
  - Prof. - Administrative (163)
  - Allied Health (72)
  - Prof. - Executive Adminis..(59)
  - Prof. - Information Techn..(52)
  - More...
- Full/Part Time Status**
  - Full-Time (703)
  - Part-Time (99)
  - No Value (1)
- Regular/Temporary Position**
  - Temporary (18)
  - Regular (785)
- Job Posted In**
  - 2014 (684)
  - 2013 (107)
  - 2012 (6)

Keywords  Search Tips

Job Opening ID

Minimum Pay  Currency

Recruiter

Hiring Manager

[Fewer Options](#)

803 matches found. Only the first 200 results can be displayed.

Sort By

Search Results

First

|                          |   |                                  |
|--------------------------|---|----------------------------------|
| <input type="checkbox"/> | <b>Director of Nursing (NPS-5638A) REPOST - 16469</b><br>Department: MENTAL HEALTH ADMINISTRATION   Location: Bellevue   Posted Date: 11/06/2014              | <input type="button" value="☆"/> |
| <input type="checkbox"/> | <b>Ast Dir. Hosp - Temporary position (REPOST) - 16509</b><br>Department: OBSTETRICS   Location: Woodhull   Posted Date: 10/31/2014                           | <input type="button" value="☆"/> |
| <input type="checkbox"/> | <b>Ast Dir. Hosp X03779 REVISED REPOST - 17754</b><br>Department: MANAGED CARE   Location: Queens   Posted Date: 10/30/2014                                   | <input type="button" value="☆"/> |
| <input type="checkbox"/> | <b>Ast Dir. Hosp I05091 REVISED - 17969</b><br>Department: CARE / CASE MANAGEMENT   Location: Elmhurst   Posted Date: 10/21/2014                              | <input type="button" value="☆"/> |
| <input type="checkbox"/> | <b>Regulatory Affairs Medicare Analyst - 16173</b><br>Department: CORPORATE AFFAIRS   Location: Metroplus Health Plan   Posted Date: 10/21/2014               | <input type="button" value="☆"/> |
| <input type="checkbox"/> | <b>Coordinating Mgr - L A (General Ledger - Hourly) (REPOST) - 16543</b><br>Department: ACCOUNTING-GENERAL   Location: Coney Island   Posted Date: 10/09/2014 | <input type="button" value="☆"/> |

5. Once you have selected the job, a job description will appear. Click on the **Apply**.

**Job Description** Job Search | My Notifications | My Activities | My Favorite Jobs | My Saved Searches | My Contact Information

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[◀ Previous Job](#)
[Next Job ▶](#)

**Job Details**

|  |  |
|--|--|
| <p><b>Job Title</b> Director of Nursing (NPS-5638A) REPOST</p> <p><b>Department</b> MENTAL HEALTH ADMINISTRATION</p> <p><b>Location</b> Bellevue</p> <p><b>Job ID</b> 16469</p> <p><b>Full/Part Time</b> Full-Time</p> <p><b>Regular/Temporary</b> Regular</p> <p><b>Regular Shift</b> N/A</p> | <p><b>Hire In Rate</b> \$48,926.00 (for employees new to HHC)</p> <p><b>Salary Range</b> \$52,762.00 - \$136,477.00</p> <p><b>Pay Frequency</b> Year</p> <p><b>Post Date</b> 11/06/2014 - Open Until Filled</p> <p><b>Source of Funding</b> General Care</p> <p><b>Civil Service Classification</b> Managerial</p> |
|--|--|

[Favorite Job](#)

**Marketing Statement**

One of the premier public healthcare institutions in the world, Bellevue Hospital Center combines the impressive resources of New York University School of Medicine to provide unique programs. Some of the best minds in healthcare, a worldwide reputation for excellence, outstanding resources and a talented staff who come together to revolutionize medical research and patient care, as well as healthcare careers.

**Job Description**

- Ensures unit/service dynamics and requirements are specific to each patient-family population and complexity of the service area. Designs a multidisciplinary staffing structure based on regulatory agencies requirements such as QWHONN, NYSNA, AAP, and IHI guidelines and to meet the level of safety and budgetary parameters.
- Promotes use of open door policy to communicate with all staff and fosters team building and behavior.
- Assesses staff competency through identification of functional responsibilities/skills required specific to the developmental needs of patient population.
- Evaluates and revises systems and processes of nursing practices/services to ensure achievement of nurse sensitive patient/client/family center outcomes.
- Reviews and revises policies and procedures relevant to Joint Commissions' National Patient Safety Goals, sentinel events, and Department of Health and CMS.
- Completes and manages divisional budget by participating in hospital revenue initiatives, implementing programs and processes to enhance revenue and reduce costs.

**Minimum Qualifications**

1. Licensed and currently registered to practice as a professional nurse in New York State, plus (2) or (3), below.
2. Master's Degree in Nursing Administration, Education, Clinical Specialty or equivalent field and five years of satisfactory nursing experience, of which three years shall have been in a supervisory or teaching capacity; or a Baccalaureate Degree in Nursing and six years of satisfactory nursing experience, four years of which shall have been in a supervisory or teaching capacity.
3. A satisfactory equivalent of education and experience. However, all candidates must be licensed and currently registered to practice as a Professional Nurse in New York State.

**How To Apply**

If you wish to apply for this position, please apply online by clicking the "Apply Now" button or forward your resume, noting the above Job ID #, to:

Bellevue Hospital Center  
Human Resources Department  
462 First Avenue - Room A129  
New York, NY 10016  
Attn: Recruitment Unit  
Fax: 212-562-7528

Apply

Email to Friend

[Return to Previous Page](#)
Job Search | My Notifications | My Activities | My Favorite Jobs | My Saved Searches | My Contact Information

6. Please read Applicant Terms & Agreement. Click on the **checkbox** and click on **Next** to continue.

Start - Step 1 of 6

Applying for: Director of Nursing (NPS-5638A) REPOST

This job application allows you to attach a resume and has a number of sections, ranging from job preferences to work experience. The step-by-step process will guide you through the application. Please fill in all information carefully and completely before submitting.

Before you begin the application process, please read the agreements on this page carefully. By selecting the agreements checkbox below, you acknowledge that you accept the terms of these agreements. If you do not agree to these terms, select the Exit button.

**Agreements**

**Application Terms & Agreements**

You are advised that your responses submitted in this application constitute a legal undertaking and any false or incorrect information will render your application void.

Applicants who are offered employment will be required to successfully complete a pre-employment drug test and an employment and education background check.

I have read and agree to the above terms and agreements

Exit | Previous | **Next**

7. Select your resume options. If you would like to attach a new resume click on **Attach Resume**.

Resume - Step 2 of 6

Applying for: Director of Nursing (NPS-5638A) REPOST

Please provide us with your resume using one of the option buttons below:

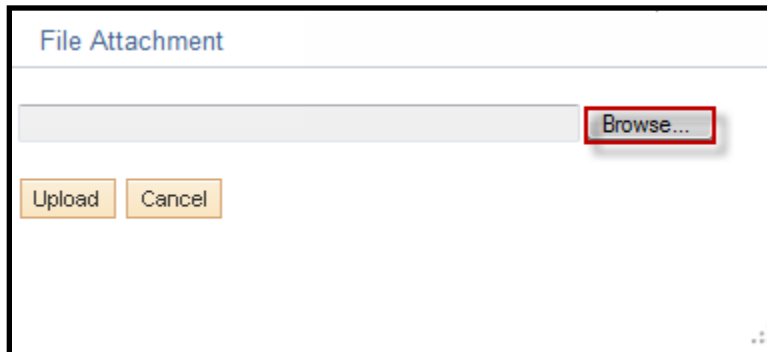
**Resume Options**

**Copy & Paste Resume** Copy and paste your resume

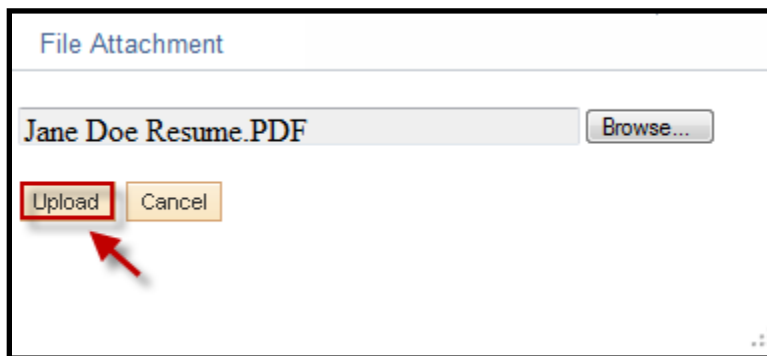
**Attach Resume** Accepted Types: doc, rtf, pdf, txt, html, htm, docx. (Please make sure your resume file name has a lower case extension).

Exit | Save for Later | Previous | **Next**

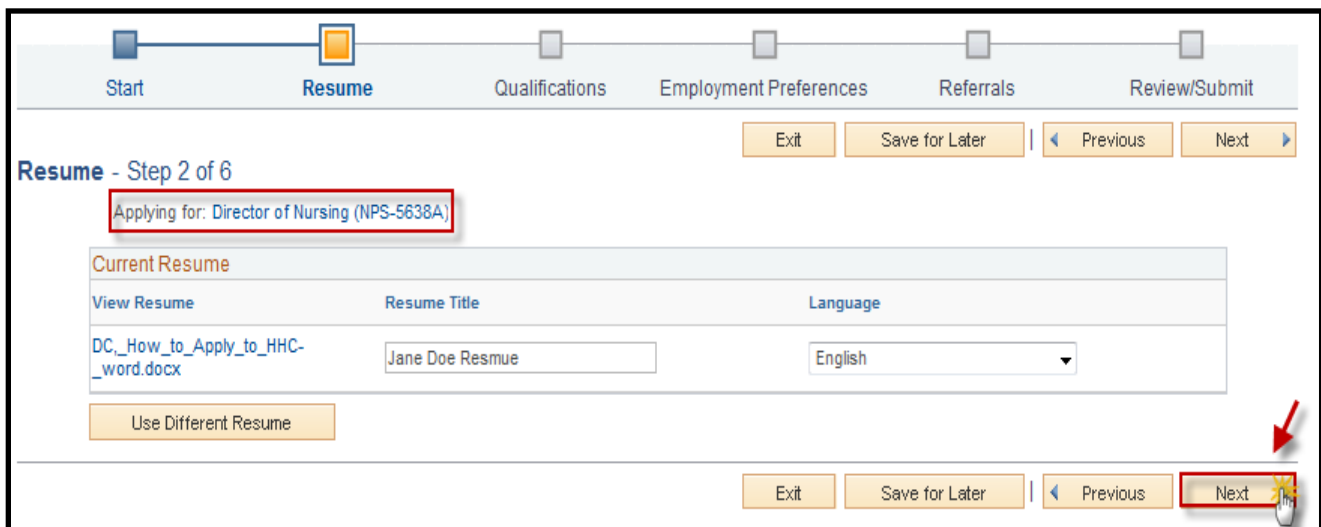
8. Click on **Browse** to locate your document.



9. Once document is attached, click on **Upload**.



10. Click on **Next** once resume is attached.



**Note:** If you wish to review the job description at any point click on the position title: **Associate Director of Nursing.**

11. If applicable click on **Add Degrees** and then click **Next** to continue.

The screenshot shows a progress bar at the top with steps: Start, Resume, Qualifications (highlighted), Employment Preferences, Referrals, and Review/Submit. Below the progress bar are sub-steps: Education (highlighted), Experience, Accomplishments, and Questionnaire. The main heading is "Qualifications: Education - Step 3 of 6" with the text "Applying for: Director of Nursing (NPS-5638A) REPOST". Under "Education History", there is a dropdown menu for "Highest Education Level" set to "D-Some College". Below that is a "Degrees" table with one entry: "Associate of Arts". To the right of this entry are "Edit" and "Delete" buttons. The "Add Degrees" button is highlighted with a red box and a mouse cursor. At the bottom right, the "Next" button is also highlighted with a red box.

12. If applicable click on **Add Work Experience** and then click **Next** to continue.

The screenshot shows the same progress bar as above, but the "Experience" sub-step is highlighted. The main heading is "Qualifications: Experience - Step 3 of 6" with the text "Applying for: Director of Nursing (NPS-5638A) REPOST". Under "Work Experience", there is a message: "You have not added any work experience to your application." Below this message is the "Add Work Experience" button, which is highlighted with a red box and a mouse cursor. At the bottom right, the "Next" button is also highlighted with a red box.



13. If applicable click on **Add Licenses and Certifications & Add Language Skills**. Click **Next** to continue.

14. Please select your **Employment Preferences**, click **Next** to continue.

15. Please answer the questions listed in the referral section, then click **Next** to continue.


The screenshot shows the 'Referrals' step (Step 5 of 6) of an application process. At the top, a progress bar includes 'Start', 'Resume', 'Qualifications', 'Employment Preferences', 'Referrals' (highlighted), and 'Review/Submit'. Below the progress bar are buttons for 'Exit', 'Save for Later', 'Previous', and 'Next'. The main heading is 'Referrals - Step 5 of 6' with the subtext 'Applying for: Director of Nursing (NPS-5638A) REPOST'. A section titled 'Referrals' contains a form with two fields: 'How did you learn of the job?' with a dropdown menu set to 'Former Employee', and 'Specific Referral Source' with the text 'Joe Doe'. At the bottom of the form are buttons for 'Exit', 'Save for Later', 'Previous', and 'Next'.

16. Click on **Submit Application**.

The screenshot shows the 'Review/Submit' step (Step 6 of 6) of the application process. The progress bar at the top highlights 'Review/Submit' and includes buttons for 'Exit', 'Save for Later', 'Previous', and 'Submit Application' (which is highlighted with a red box and a mouse cursor). The main heading is 'Review/Submit - Step 6 of 6' with the subtext 'Applying for: Director of Nursing (NPS-5638A) REPOST'. Below this is a review section with the instruction 'Review your application and make any changes before submitting.' It contains three main sections: 'My Contact Information' with fields for Email (Jane.Doe@nychhc.org), Cellular Phone (646-458-5660), Address (55 Water St., New York NY 10041), and Preferred Contact Method (Email); 'Resume' with a table listing a resume titled 'Jane Doe Resmue' (file name: DC\_How\_to\_Apply\_to\_HHC\_word.docx); and 'Preferences' with various work-related questions and answers such as 'I can start my new job on or after', 'I am looking for the following kind of work: Either', 'I want to work: Either', 'I am willing to travel: Never or rarely', 'I am willing to relocate: No', 'I am available to work the following days of the week: Mon, Tue, Wed, Thu, Fri', 'I want to work the following shift(s): Not Applicable', 'I want to work: 40 hours per week', 'I require a minimum pay of', 'I would prefer a work location in or around', and 'Comments about where I prefer to work'.

17. You will receive a confirmation page that looks like the one below.

Application Confirmation

 Your job application has been successfully submitted.

You have applied for the following job(s):

| Jobs Applied For                          |        |          |                  |                  |
|---|--------|----------|------------------|------------------|
| Job Title                                 | Job ID | Location | Job Posting Date | Application Date |
| Director of Nursing (NPS-5638A)<br>REPOST | 16469  | Bellevue | 04/24/2014       | 01/26/2015       |

Your application has been successfully submitted. If you need to update your job application, you will need to reapply. If you wish to view the status of this job application, select the link to return to the Job Search page and review the My Activities section.

[Return to Job Search](#) [View Submitted Application](#)

**Note:** You will receive an email notification that confirms your application(s) has been submitted successfully.