The Ohio Nurses Association (ONA) has an exciting opportunity available for an energetic professional interested in joining our labor program team. This position as Labor Representative Specialist is responsible for building strong, active, and confident organized membership in our local unions as well as responsibility for representing registered nurses in the workplace.

**Essential Functions**

**Labor Relations**
- Reviews and analyzes trends in labor relations, nursing practice, delivery of health care and the organization.
- Reads and processes a significant amount of information related to nursing and labor relations in order to be educated in the field and able to discuss points of interest.
- Reviews statutes and regulations related to nursing and health care and uses identified issues to represent the collective bargaining members.
- Provides grievance handling and negotiation services to members.
- Represents members in contract negotiations.
- Advocates on behalf of Registered Nurses.
- Provides education relevant to labor Representative to members.
- Interprets contract language to determine if management action is in line with the contract.
- Represents individuals or groups of nurses in grievance hearings and arbitrations.
- Writes briefs.
- Writes contract proposals.

**Consultation to Staff and Members**
- Provides consultation and assistance to members in regards to employee relations and collective bargaining.
- Works with the Organizing Department and Supervising Director, E&GW as needed to coordinate internal organizing efforts within existing units.
- Works with Member Services to assist local units with the development of programs and strategies to make the value of ONA membership more apparent.

**Communications**
- Responds to phone calls, emails and other forms of communications timely.
- Maintains a high level of communication with local unit leaders, members of management and individual members.
- Listens to members with employment related concerns as related to the collective bargaining agreement.
- Responds to members in a supportive manner.
- Submits information relative to E&GW to *Ohio Nurses Review*.
- Assures that all marketing and public relations communications intended for public release are reviewed by the Director of Communications.

**Relationship Building**
- Provides a high level of customer service to members.
- Spends time on site at assigned local units to build rapport and provide support.
- Provides honest and transparent information and feedback to local unit leaders and members.
- Cooperates with outside service providers as necessary.
Other Duties as Assigned

- Participates in staff meetings and other required meetings and seminars.
- Assists in the coordination and preparation for the biennial convention.
- Attends as a staff member and performs assigned duties at the biennial convention.
- Takes ownership of assigned responsibilities and work product.
- Submits time electronically on a weekly basis.
- Submits credit card statements, if necessary, by the deadlines established.
- Respects computer and laptop service requests and responds timely when action is required.
- Provides information on the intranet calendar when out of the office.
- Maintains documents in a format that makes them readily accessible to other staff in accordance with office policy.
- Travels throughout Ohio frequently. National travel occasionally. Overnight trips occasionally.

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

Typical Physical Requirements

- Regularly uses a telephone and e-mail system for communication.
- The person in this position frequently communicates with coworkers and Association contacts who have inquiries. Must be able to exchange accurate information in these situations.
- The person in this position needs to occasionally move about inside the office to access file cabinets, office machinery, etc.
- The person in this position must be able to drive a car.
- The person in this position frequently operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- This person frequently travels out of the office and drives to locations in close proximity or several hours away and must be able to transport a variety of boxes, bags and materials.
- Light work – Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.

Employment Standards

Knowledge of:
- Labor and employment law (learn on the job).
- Alternative Dispute Resolution (learn on the job).
- ONA’s Bylaws (learn on the job).
- Nursing Practice.
- Health Policy (learn on the job).
- Nursing legislation (learn on the job).
- Collective bargaining principles and practices (learn on the job).
- Employer anti-organizing tactics (learn on the job).
- Communications strategies.
- Effective oral and written communication skills.
- Excellent interpersonal skills.
Skill in:
- Microsoft Office – Outlook, Power Point, Excel, and Word.
- Reviewing, editing and writing documents, including contracts and briefs.
- Legal research methods and tools.
- Paying attention to detail.
- Making presentations.
- Persuasion and negotiation.
- Clearly and concisely communicating.
- Leading and facilitating meetings.

Ability to:
- Demonstrate a helpful, accepting attitude towards members and others.
- Relate to and establish rapport with all types of people.
- Advocate.
- Learn new things.
- Research issues related to labor relations.
- Stay abreast of current events in labor law.
- Prioritize and manage multiple projects simultaneously.
- Work with individuals and groups.
- Solve problems and troubleshoot.
- Develop and deliver presentations.
- Negotiate with others.
- Work independently in a trustworthy manner.
- Respond knowledgeably, often without much advance notice, on a variety of issues related to the nursing profession.
- Handle stressful situations.
- Take ownership for work product.
- Respond knowledgeably, often without much advance notice, on a variety of issues related to the nursing profession.
- Resolve conflict.
- Use diplomacy and tact when dealing with others.
- Organize schedule and work priorities.

Additional knowledge, skills and abilities may be required to perform additional tasks specific to work or special assignments.

**Additional Qualifications**

- Any combination of education and experience, which would likely produce the necessary knowledge and abilities, is qualifying.
- Bachelor’s or advanced degree.
- Registered Nurse preferred (RN in Local Unit works as well).
- Experience in labor relations preferred.
- Collective Bargaining.
- Background or interest in nursing and/or healthcare.
- Current Ohio driver’s license.
- Willing to travel and accept overnight stays.
- Maintain eligibility for auto insurability through ONA’s carrier.
- Work flexible hours required.
To apply, email cover letter, resume and salary requirements to: Jobs@ohnurses.org. Include "Labor Representative Specialist" in the subject line. Individuals will be considered applicants if they are contacted for an interview. Reasonable accommodations will be provided to applicants with a disability during the recruiting process. EOE