



MORROW COUNTY JOB DESCRIPTION

Date Prepared: October 2020, Revised July 2021

Position Title: Public Health Nurse Supervisor

Department: Public Health Department

Supervisor: Public Health Director

Salary Range: 20

Position Summary: The Public Health Nurse Supervisor functions as a member of the Public Health Management Team, and assists with the administration of public health services provided by the County. The Nurse Supervisor develops and implements department goals, objectives, policies, and priorities; while providing administrative direction to program managers and coordinators.

Supervisory Responsibilities: Supervises professional nursing staff and paraprofessional employees who provide public health nursing services; plans, develops, manages and implements public health programs for communities, families and individuals; and performs related work as required.

Qualifications:

- Education – Bachelors or Associates Degree in Nursing required, master’s degree preferred.
- Experience –Three years of increasingly responsible experience of the principles of public health, the practice of public health administration, management principles, community health services, or nursing experience.
- A valid license to practice as a Registered Nurse in the State of Oregon is required at the time of appointment.
- A valid Driver’s License is required at the time of appointment.
- Required to maintain valid CPR and First Aid Certifications.

Skills/Abilities:

- Experience in the administration of major programs or projects.
- Strong commitment to ongoing professional development.
- Leadership skills that develop and retain highly competent, public service-oriented staff through selection, training, and day-to-day management practices; such as inspire and motivate others to perform well, effectively influence actions and opinions of others, accept feedback from others and give appropriate recognition to others.

- Team Leadership skills that foster team cooperation, define team roles and responsibilities, support group problem solving, ensure progress toward goals, and acknowledge team accomplishments.
- Work with partner agencies to develop relationships, joint projects and establish lines of communication.
- Ability to function effectively in a diverse and fast-paced work environment with challenging and often competing deadlines.
- Ability to learn, apply and develop procedures, systems, and processes of the Public Health Department.
- Strong analytical and critical thinking skills, the ability to analyze a variety of problems, to make recommendations as to their solutions and to prepare working procedures
- A solid understanding of business functions such as government processes, human relations, budgets, problem-solving, and analytical skills.
- Ability to learn and apply a variety of rules, and regulations for required reports to different agencies.
- Ability to effectively communicate with strong writing, presentation and listening skills that promote understanding and clarity in a respectful manner.
- Ability to learn the functions of other County departments.
- Ability to use computers, including word processors, data base, internet, and spreadsheet programs
- Ability to use tools, including calculator, telephone, copy machine, fax machine, and postage machine.
- The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the salary range.

Essential Job Functions:

- Perform duties required for implementing new programs.
- Performs the function of public health nurse as necessary.
- Perform administrative and fiscal duties in assistance to the Public Health Director.
- Perform supervisory duties of program personnel, promote staff development and training.
- Responsible for overseeing the county's health equity plan and ensuring we are providing services and resources to the most vulnerable populations within our county.
- Monitor professional practices and program activities to assure compliance with agency policies and procedures, state/federal statutes and administrative rules.
- Assist in coordination of a variety of related services including Tobacco, Reproductive Health, Home Visiting Programs, Communicable Disease, Public Health Preparedness, Immunizations, Environmental Health, CARE, Parent & Child Health Services, Health Promotion, and various other programs.

- Coordinates with Health Department Director's preparation of Community health assessment and integrates assessment into community health improvement plan with other agencies and groups to meet current public health needs of the community.
- Assure that all necessary client and operational records are kept in compliance with state guidelines and federal regulation. This includes acting in the role of HIPAA Security Officer.
- Train nursing staff and others in procedures and protocols of assigned program area(s).
- Interpret and apply protocols, regulations, policies and procedures.
- Establishes and maintains liaison with State and County officials; medical community, resource organizations and community leaders to obtain support for and an understanding of Public Health programs to develop mutually beneficial programs.
- Ensure performance of quality assurance activities, evaluate functioning of individual programs in relation to goals, objectives and existing laws and regulations.
- Develops, implements, evaluates, and revises program policies, procedures, work methods and action plans.
- Represent the county health department in conjunction with the Health Director in negotiating and coordination of public health services with the community.
- Assist with operational analysis, program evaluation, standards development, research/planning programs of the health department programs and management of information systems.
- Ensure performance of quality assurance activities, evaluate functioning of individual programs in relation to goals, objectives and existing laws and regulations.
- Responsible for training, in-service and orientation of all personnel to maintain state-of-the-art health care.
- Responsible for 24 hr. on call communicable disease/emergency preparedness during emergency situations and weekend rotational 24-hour call.
- Participate in occasional after hours or weekend events as needed to include health fairs, community clinics, and public health emergencies.
- Assure that all necessary client and operational records are kept in compliance with State guidelines and Federal regulations.
- Maintains liaison with State and County officials; medical community, resource organizations and community leaders to obtain support for and an understanding of public health programs to develop mutually beneficial programs.
- Supervise assigned professional and paraprofessional staff, including interviewing and selecting staff; provide staff training in proper work methods and techniques; assign and review work; conduct performance evaluations; implement discipline and conflict resolution procedures when necessary.
- Schedule, coordinate and monitor assigned clinic/public health programs by evaluating compliance with regulations, procedures and protocols, staff efficiency and client utilization to ensure that operational and agency goals and objectives are being met.

- Develop, implement, evaluate and modify public health programs (including policies, procedures and protocols) by collecting, analyzing and interpreting program data including statistical, narrative and anecdotal reports, staff.
- Maintains liaison with health/social/education providers in the community, community-based organizations and community leaders to obtain support for and an understanding of public health programs to develop mutually beneficial programs.
- May serve as back up to the Morrow County Public Health Director.
- Performs related duties as assigned to meet County needs.

Working Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work is accomplished from Morrow County Health Department offices, Morrow County schools, within the community, in the home and through electronic platforms. The noise level in the work environment is usually moderate.

Physical:

- Ability to work at a computer screen for long periods of time, ability to sit, stand, read and have moderate, rapid finger, hand and arm movement for extended periods of time.
- The ability to walk on uneven surfaces and/or drive on rough terrain.
- Stand and walk for 30 minutes continuously
- Lift and carry 30 pounds
- Reach to shoulder height
- Climb up and down stairs
- Must be able to drive a vehicle
- May be exposed to communicable diseases

Mental:

- This position is regularly required to use written and oral communication skills; observe and interpret situations; read and interpret data, information and documents; analyze and solve complex problems; use math and mathematical reasoning; perform highly detailed work under challenging, intensive deadlines, on multiple concurrent tasks; and work with constant interruptions.
- Ability to handle stressful situations when interacting with the public and/or County employees.
- Ability to maintain confidentiality.

ADA Statement:

Ability to perform the essential functions of this position with or without reasonable accommodation.

Signed and Reviewed

Date