



CLASS SPECIFICATION

Class Code: 60000623
Date Established: 07/1973
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Last Title Change: 08/2002
FLSA: non-exempt
Probation: 12 months

PUBLIC HEALTH NURSE SUPERVISOR

DEFINITION

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

EXPERIENCE AND TRAINING REQUIREMENTS

Four years of public health nursing experience AND a bachelor's degree from an accredited college or university in nursing.

LICENSE OR CERTIFICATE

A valid license to practice as a Registered Nurse in the State of Nevada is required at the time of application and must be maintained for continued employment in this classification.

A valid driver's license is required at the time of appointment and must be maintained for continued employment in this classification.

May be required to achieve and maintain valid CPR and First Aid certifications, depending on area of assignment.

SUPERVISION EXERCISED

Exercises direct supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Supervise assigned staff, which includes staff selection; assigning, scheduling, and reviewing work; providing training in proper work methods and procedures; providing professional development, coaching and mentoring; providing input on performance evaluations and discipline, and using 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 input and other information to determine that programs meet community needs, grant and regulatory requirements.

Develop/write grant applications and related documents including needs assessments, program methodologies, and personnel and funding requirements to be submitted to funding entities for consideration; maintain required records and reporting to ensure that funding requirements continue to be met; reapply for grants as necessary to maintain funding for public health programs; responsible for budget oversight of assigned programs.

Manage special projects and activities by delegating work assignments, tracking status, monitoring progress and documentation; present findings to management, making and justifying recommendations.

Interface and collaborate with county departments, public and private community agencies, expanding the scope and reach of public health programs and services to promote and improve the health and well-being of the client population.

Represent the agency on community boards and committees to acquire/provide information and respond to questions concerning projects, programs and activities of assigned programs.

Investigate complaints from clients regarding service received, determining the facts and circumstances of the complaint, and taking appropriate action to achieve a satisfactory resolution of the problem.

Recommend expenditures, projecting and justifying program needs for equipment, supplies and staffing to assist in budget development.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

May transport clients in a safe and professional manner.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Department/division policies and procedures.

Federal, state and local laws, statutes, regulations, policies and procedures pertaining to the operations of Northern Nevada Public Health (NNPH).

State and local communicable disease reporting laws and forms.

Organizational structure of NNPH and Washoe County government as it relates to programs and functions of assigned area(s).

Management information systems and software used in the assigned area.

Terms and acronyms commonly used in the assigned function.

Countywide personnel policies such as sexual harassment, discrimination and EEO.

Budget development methods and techniques.

Grant development and administration.

Revenue and reimbursement processing, including billing, third party payers and appeal processes.

Ability to:

Select, supervise, and evaluate the performance of assigned staff.

Plan, develop, manage, implement and evaluate public health programs and activities.

Collaborate with outside agencies in the provision of public health services.

Represent the programs, operations and functions of Community and Clinical Health Services to the public, community organizations and other agencies.

Recognize work methods and procedures that promote a safe working environment for employees and others and to train staff in the same.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.)*

Knowledge of:

Principles and practices of supervision including motivating and coaching employees, training, performance management, and progressive discipline.

Principles and practices of program planning, development, and implementation.

Principles and practices of nursing applied to public health services, preventive medicine, and sanitation.

Principles and practices of cultural competency to effectively engage individuals from various socioeconomic, ethnic, and cultural backgrounds.

Applicable treatment protocols and guidelines based on the specific case plan.

Environmental, sociological and psychological problems related to physical and health problems encountered in public health nursing programs.

Universal precautions and infection control practices, including causes, means and methods of transmission and control of communicable/infectious disease.

Scope, functions and activities of public health nursing, including community aspects of public health nursing programs, provision of continuing patient care, home nursing care and clinic services.

Public health education methods.

Theories and principles of growth and human development, including geriatric health, the aging process and maternal and infant health.

Modern medical terminology.

Current literature and trends in public health nursing.

Current public health principles and practices.

Child and elder abuse and neglect reporting laws and forms.

Local, regional and national resources and networks available to assist patients with various health and related problems.

Pharmacology, dose calculations and medication administration.

Ability to:

Analyze information/situations, project consequences of proposed actions, formulate alternative solutions and make appropriate responses or recommendations.

Evaluate program effectiveness, work priorities, procedures, and processes to determine their effectiveness and efficiency.

Coordinate the staff, functions and activities of a specialty clinic or health program.

Provide comprehensive public health nursing services.

Train nursing staff and others in procedures and protocols of assigned program area(s).

Read, interpret, apply, and explain pertinent protocols, regulations, laws, statutes, and standards, including administrative and departmental policies and procedures.

Interact effectively with individuals from a variety of socioeconomic and cultural backgrounds.

Communicate clearly and concisely, both orally and in writing, tailoring the message to the intended audience.

Write grant applications, statistical and narrative reports.

Operate a personal computer and a variety of software.

Establish and maintain effective working relationships with those contacted in the course of work.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to sit for extended periods. Ability to occasionally lift and move objects weighing up to 25lbs. Ability to use various office equipment including computers, copiers, and telephone. Ability to drive a car. Work is usually performed in a professional office or clinic environment, but may also require frequent travel to private homes, hospitals, and clinics. Ability to operate laboratory and health related equipment, including protective devices such as masks or gloves. Ability to tolerate exposure to high public contact situations.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.