



BAKER COUNTY

POSITION DESCRIPTION

NURSING SUPERVISOR

DEPARTMENT	HEALTH
SALARY RANGE	17
BARGAINING UNIT	NON-REPRESENTED
EXEMPT	YES
REVISION DATE	2021
PRE-EMPLOYMENT BACKGROUND CHECK INCLUDES:	JOB HISTORY, CRIMINAL HISTORY, DRIVING HISTORY, PERSONAL REFERENCES, & EDUCATION
Signature & Date:	

INTRODUCTION

This classification serves as manager of community health services and performs administrative and management duties in planning, organizing, directing, and evaluating services of family planning and keep well clinics, community health nursing and WIC programs to provide health care, improve quality of life, prevent disease and promote physical and mental health of the public; participate in duties of community health nurses. Serves as liaison between community health and the community.

EXAMPLES OF PRINCIPAL DUTIES

(Duties assigned to this classification include, but are not limited to, the following examples.)

1. Develop, implement, and evaluate programs, policies, procedures, protocols and services for departmental operation. Prepare department budget; monitor fiscal expenditures. Write grants. Supervise and direct work performance of nursing staff; ensure performance of quality assurance activities and that state and federal requirements are met. Establish, maintain, and interpret policy and procedure. Collect and analyze program statistics and prepare reports.
2. Perform skilled public health nursing services at clinic or other settings. Interview client, family, and others; assess needs, environment, and existing treatment; provide special exams and screenings; plan and administer treatment and medication, monitor results. Counsel clients in preventative care, health education, and promote physical and emotional health and prevention of disease. Refer clients to other health resources as needed.
3. Independently provide nursing treatment in the absence of pathology. In the presence of pathology, provide nursing treatment with physician collaboration. Provide medical treatment under protocols established by Health Officer.

4. Establish and maintain client record keeping, as well as other departmental record keeping.
5. Assess the public health needs and concerns within the community, and jointly with staff and community resources, develop programs to meet those needs.
6. Represent community health services in community at committee and advisory group meetings, schools and public agencies to promote community health and interpret policy and procedure to public.

KNOWLEDGE, SKILL AND ABILITY REQUIRED BY THIS POSITION

Knowledge of: Thorough knowledge of community health nursing theories, principles, practices and procedures as applied to communicable disease control, growth and development, chronic disease management and health education; thorough knowledge of administration and management of community health services to develop, implement and evaluate programs; thorough knowledge of medical/lab equipment and test procedures; thorough knowledge of medications provided through community health services;

Skill in: Interviewing and counseling techniques; report writing, grant, and budget administration; skill in planning and implementing immunizations;

Ability to: Communicate effectively in both oral and written forms; utilize screening and assessment skills to assess levels of wellness, determine plan to meet needs, implement that plan and monitor the results; plan and consult with physicians, source agencies, families of clients and community; establish and maintain records, reports, and statistical data; make decisions independently in accordance with established policies and procedures, establish new policies when applicable, and use initiative and judgement in completing tasks and responsibilities; utilize problem identification and resolution techniques; adjust to priority changes and remain calm and use good judgment during confrontational or high pressure situations; maintain confidentiality; supervise and lead a staff of professionals and support staff; courteously meet and deal effectively with clients and families, federal and state agencies, other agencies, Health Officer, physicians, other health care providers, schools, and public to provide treatment and counseling, information, referral, problem identification and resolution, determine policy, and exchange information.

Education, experience and training: Bachelor's degree in nursing with course work emphasis in public health and four years progressively responsible work experience in a public health setting which includes two years management and supervisory experience or equivalent combination of experience and training. At time of appointment, must possess valid Oregon Registered Nurse License and Oregon driver's license.

SUPERVISORY CONTROLS OF THIS POSITION

This classification works under the guidance of the Administrator. The employee works independently in administering a complex area of responsibility and confers with supervisor for professional advice. Discretion is required in applying general goal and policy statements, in development of recommendations, policies and procedures and in resolving program problems. Work is accomplished within a broad framework, with authority and responsibly in area of service. Periodic reviews of work performance are conducted in terms of expected results.

This classification supervises professional nursing staff and has the final responsibility for work performed by the nursing department.

GUIDELINES

Work is performed within established department policies, procedures, and protocols, Nurse Practice Act in Oregon Revised Statutes, public health Oregon Revised Statutes and Administrative Rules, medical reference materials, American Nurse Association Standard for Community Health Nurses. Employee uses seasoned judgement in interpreting guidelines. As department manager, can implement or revise department policy and procedures.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Work is performed in both an office and clinic environment and does involve bending, gripping with hand and fingers, hearing voice conversations, occasionally lifting up to 34 pounds, reaching, sitting, standing and walking. In clinic settings, employee shares common exposure to contagious disease. A considerable amount of driving is required.