

PUBLIC HEALTH NURSING SUPERVISOR

NATURE OF WORK

This is responsible public health nursing work supervising the delivery of core public health services through Maternal Child Health, Communicable Disease, and Clinical Services Programs.

Work involves supervision of nurses, support staff, and of the overall work of program areas; ensures nurses and support staff are thoroughly trained in the operation of their program areas regarding compliance with established policies and procedures and with program requirements; ensures opportunities for workforce development; monitors and evaluates health care services provided by public health nurses and other program area staff; and prepares required reports reflecting health care services provided within the program areas. Work involves oversight of community and/or educational outreach specific to program areas; assists with program area budget preparation, monitoring revenues and expenses, reporting budget variations, preparing and submitting grant applications and submitting required grant reports. This position develops and maintains positive relationships with health care providers, long term care and assisted living facility leadership, schools, organizations, community human service agencies, and other city and county departments. Supervision is received from the Division Manager with work being reviewed through established quality control measures, reports, and outcomes. Supervision is exercised over subordinate public health nurses and support staff.

EXAMPLES OF WORK PERFORMED

Monitors and evaluates health care services provided by subordinate public health nurses.

Assesses, plans, implements, supervises, and evaluates efficiency and effectiveness of program operations.

Evaluates work activities of program personnel.

Identifies and assesses the educational and developmental needs of staff.

Performs administrative and management functions including management of grant writing and grant and program funding and reporting.

Plans and expends budget to ensure compliance with program requirements and contract agreements.

Monitors the use of services, facilities, and staff to ensure effective use of resources and assesses the need for additional staff, equipment, and services.

Ensures implementation of quality improvement strategies.

Uses exceptional customer service skills to respond to community needs and enhance public relations.

Communicates with healthcare providers, health systems, community organizations and the public.

Oversees nursing and non-nursing staff for home visitation programs to ensure staff are meeting program fidelity; provides oversight of designated home visitation data bases and billing for home visitation services; responsible for accreditation requirements for home visitation programs; develops and maintains community partnerships; seeks and applies for grant funding.

Investigates communicable diseases to determine risk factors, causes, sources and modes of transmission; oversees and ensures timely and accurate data input and utilization of electronic health records and state or local data reporting systems; communicates health alerts to health practitioners, policy makers and the public.

Oversees direct health care services, case management support and laboratory operations; supports the internal interpreter team; oversees the Electronic Health Record use.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the principles of public health organization and administration.

Considerable knowledge of the principles and practices of public health.

Considerable knowledge of the principles of disease prevention and control.

Considerable knowledge of the current literature, research, and trends relating to public health.

Considerable knowledge of human service agencies within the community as well as services provided by those agencies.

Ability to establish and maintain effective working relationships with health care providers including long term care and assisted living facilities.

Ability to maintain accurate records reflecting health care services provided and client status.

Ability to plan, assign, and organize the work of subordinate public health nurses.

Ability to understand and follow complex oral and written medical instructions.

Ability to communicate and interpret public health concepts to clients and the public.

Skill in the use, operation, and maintenance of equipment utilized in the delivery of public health nursing services.

MINIMUM QUALIFICATIONS

Graduation from a baccalaureate degree nursing program plus two years of experience in the delivery of public health nursing services including six months of experience in a supervisory capacity; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid license to practice as a registered nurse in the State of Nebraska.

Possession of a valid driver's license when operating a vehicle is necessary to the satisfactory performance of assigned duties.

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