

COMMUNITY HEALTH SERVICES ASSISTANT MANAGER

NATURE OF WORK

This is administrative and supervisory nursing and personal health services work assisting the division manager in planning, developing, coordinating and evaluating community health programs. A portion of the work is performed under general medical direction.

Work involves coordinating, evaluating and supervising nursing and personal health services in a variety of areas. Work also involves leading in areas such as program implementation, record audits and licensure to promote quality in public health nursing and personal health services; participating in the preparation of a divisional budget; participating in the formulation of policies and procedures for the division; relieving the division manager of designated administrative duties pertaining to the operation of the division; and analyzing data reflecting health services and health status within the City and County. An employee in this class exercises considerable independent clinical judgment and initiative within the framework of established policies, City code, State statutes, regulatory requirements and accepted standards of practice. Supervision is received from the Division Manager with work being reviewed in the form of reports, conferences and overall effectiveness of divisional programs. Supervision is exercised over subordinate staff.

EXAMPLES OF WORK PERFORMED

Acts for the Community Health Services Manager in his/her absence.

Coordinates, evaluates and supervises nursing and personal health services provided by the division in a variety of areas including maternal and child health, disease control, ambulatory care and adult health care.

Participates in the preparation of the divisional budget.

Coordinates activities of various committees, including record review and licensure, to promote quality in public health nursing services.

Participates in the formulation of policies and procedures for the division.

Relieves the Division Manager of designated administrative duties pertaining to the operation of the division.

Participates in program planning to improve the quality of health services.

Analyzes data reflecting health services and health status within the City and County.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of the principles, practices and techniques of nursing and public health.

Thorough knowledge of new developments, legislation, sources of information and current literature pertaining to public health nursing.

Thorough knowledge of the principles and practices of public health organization and administration.

Considerable knowledge of the principles of disease prevention and control as well as individual, family and community health interventions.

Ability to analyze data, recommend and implement improvements in program operation.

Ability to make professional and administrative decisions within the framework of departmental policy and to present ideas concisely and effectively both orally and in writing.

Ability to plan, assign and coordinate the work of staff members.

Ability to plan, formulate and execute public health nursing and community health programs.

Ability to establish and maintain effective working relationships with public officials, subordinates and the general public.

MINIMUM QUALIFICATIONS

Graduation from a baccalaureate degree nursing program supplemented by completion of graduate studies with a Master's Degree in public health nursing (accredited by the National League for Nursing), public health administration or related field plus four years of experience in public health nursing involving administrative and supervisory responsibilities; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

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 as deemed necessary by the appointing authority.