



Josephine County, Oregon

Human Resources Office

Josephine County Courthouse
500 NW 6th Street Dept 11 / Grants Pass OR 97526
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POSITION DESCRIPTION

Job Title: Public Health Clinic Supervisor
Department: Public Health
FLSA Status: Exempt
WC Code: 8810
Effective Date: October 1, 2021
Last Revised: October 1, 2021
Pay Grade: NU15
Union: Non-Union (Supervisory)

SUMMARY

The Public Health Clinic Supervisor oversees and supervises the activities of nursing programs; does related work as required. Coordinates with nursing/clinic staff and medical director to ensure mission and objectives of the Public Health Clinic programs meet objectives while staying within allotted budget. Work is performed under the direction of the Public Health Director, who reviews work primarily based on results attained and conformance to established policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in this classification will not necessarily involve all the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

1. Supervises subordinate employees including assigning and reviewing work, evaluating performance, taking necessary disciplinary action, and effectively recommending on hiring and termination decisions.
2. Develops, implements, evaluates, and revises program policies, procedures, work methods and action plans.
3. Prepares budget recommendations and monitors budgets in areas of responsibility.
4. Provides consultation and professional/technical assistance to staff, as necessary.
5. Provides information to the media and health providers in the community on public health concerns/issues relating to areas of responsibility.
6. Sets up and coordinates various clinics; arranges for necessary equipment and appropriate clerical and nursing staff; provides public health education presentations to schools, community groups and other county agencies on a variety of health care issues. Serves on advisory boards and committees concerned with public health issues, answers questions from the public on various health topics.
7. Participates in program specific trainings and updates as needed.
8. Participates as part of the Public Health management team in planning for program development and implementation, staffing and budgetary concerns.

9. Oversee compliance with clinic program as well as communicable disease program.
10. Help with application and administration of various Public Health grants.
11. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

The Public Health Clinic Supervisor oversees the administration of program objectives, compliance, and adherence to budget. Position coordinates with Nursing personnel and may have direct supervision of administrative staff.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Requires thorough knowledge of general office management practices, including supervisory skills, effective English grammar and usage, use of various filing systems, skill in the operation of standard office equipment, and professional office etiquette. Requires considerable knowledge of the operations, policies and terminology of a Public Health Department and an understanding of the socio-economic factors facing the clientele served; principles of supervision and personnel practices; program development, planning and evaluation; and application of federal, state, and local rules and regulations. Requires skill in problem solving, personnel evaluation and training; and use of computer software programs for work processing, spreadsheets, and databases. Ability to research assigned problems; organize materials from various sources into a format of own design; maintain confidentiality; work independently and establish priorities and organize workload to complement the needs and deadlines; understand governing regulations of assigned department; and solve problems and make accurate, independent decisions. Ability to establish and maintain effective working relationships with other employees and officials, outside officials and agencies and the public; work independently and establish priorities and organize workload to complement the needs and deadlines of others is required.

EDUCATION AND EXPERIENCE

Associate degree in administration or management and six years progressively more responsible office experience, including supervisory and administrative responsibilities; or bachelor's degree in administration or management and three years progressively more responsible office experience, including supervisory and administrative responsibilities; or equivalent combination of education and experience. Experience in assigned area and County government preferred.

JOB IMPACT

Problems encountered generally revolve around the interpretation and application of governing laws and regulations in responding to questions from the public and in completing responsibilities/assignments; and in dealing tactfully and appropriately with the public and/or clients who may be irate or difficult.

JOB CONTACTS

Include working with individual clients and their families, other county departments, other social service agencies, community committees and boards, schools, physicians, State Public Health Division, and other health care providers. Employees in this classification are exposed to communicable diseases, including blood-borne diseases. The position is impacted by the necessity of meeting timelines established by the law, uncontrollable workflow, the need to make immediate decisions regarding medical assessments, the need for extreme accuracy in giving injections and dispensing medications and uncontrollable interruptions. The position is on call to respond to occasional emergency situations such as the provision of immunization clinics to respond to a communicable disease outbreak.

LANGUAGE SKILLS

Ability to communicate effectively both verbally and in writing, work tactfully and patiently with both adults and children; maintain records and prepare reports; use initiative and judgment; work independently; establish and maintain effective relationships with social service agencies, law enforcement personnel, schools, physicians, and other health care providers, and promote awareness and provide information on public health issues.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent in practical situations and to create and interpret graphs and charts.

REASONING ABILITIES

Ability to recognize when to refer clients for further assistance; ability to use initiative and judgment.

OTHER SKILLS AND ABILITIES

Ability to influence and administer employees within program without direct supervisory authority.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of or ability to obtain valid Oregon Driver's license; safe driving record.

BACKGROUND INVESTIGATION

Those employed in this position may be subject to pre-employment drug testing and a background investigation, including but not limited to criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. This position works primarily in the office for management and administrative duties. The noise level in the work environment is usually moderate. Frequent contacts are made with other County departments, other governmental agencies, outside agencies and the public. This position is impacted by urgent time deadlines, heavy or uncontrollable workflow, the need to make quick decisions, the need for extreme accuracy and attention to fine detail, uncontrollable interruptions, and the need to frequently shift attention. May be required to work flexible shifts to accommodate meetings.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Crawling - hands & knees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting strength	# of pounds = 25 lbs.			
<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Patient Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Moving carts, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Carry items	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speech, Vision & Hearing					
<input checked="" type="checkbox"/>	Distinguish colors	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>		
<input checked="" type="checkbox"/>	Distinguish shades	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>		
<input checked="" type="checkbox"/>	Depth perception	Describe: Driving, Admin immunizations,			
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level:			
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:			
Exposure - Environmental Factors					
<input checked="" type="checkbox"/>	Heat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Humidity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Wet Area/Slippery	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Dust	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Smoke	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Chemical Solutions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Uneven Area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ladder/Scaffold	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Body Fluids	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>