



Josephine County, Oregon

Human Resources Office

Josephine County Courthouse
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POSITION DESCRIPTION

Job Title: Public Health Nursing Program Supervisor
Department: Public Health
FLSA Status: Exempt
Job Code: 2204
WC Code: 8835
Effective Date: July 1, 2006
Last Revised: January 1, 2010
Pay Grade: NU21
Union: Non-Union (Supervisory)

SUMMARY

The Public Health Nursing Program Supervisor performs professional public health nursing services; oversees and supervises the activities of nursing programs; does related work as required. This position requires the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures regarding attendance, leave, and conduct. Work is performed under the direction of the Public Health Division Director, who reviews work primarily on the basis of 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 of 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. Performs professional public health nursing services at clinics, home, schools, or other settings in such areas as parent and child health, family planning, neonatal and prenatal care, nutrition, sexually transmitted and communicable diseases and chronic illness.
2. Supervises subordinate employees including assigning and reviewing work, evaluating performance, taking necessary disciplinary action, and effectively recommending on hiring and termination decisions.
3. Develops, implements, evaluates and revises program policies, procedures, work methods and action plans.
4. Prepares budget recommendations and monitors budgets in areas of responsibility.
5. Provides consultation and professional/technical assistance to staff as necessary.
6. Provides information to the media and health providers in the community on public health concerns/issues relating to areas of responsibility.

7. 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.
8. Participates in program specific in trainings and updates as needed.
9. Participates as part of the Public Health Division management team in planning for program development and implementation, staffing and budgetary concerns.
10. Acts in the capacity of the Public Health Director in his/her absence.

SUPERVISORY RESPONSIBILITIES

Direct supervision is provided to public health nurses, registered nurses, licensed practical nurses, nurse practitioners, health educator, laboratory/medical technician and support staff. Incumbents also may be responsible to oversee work of and provide technical nursing instructions to volunteers and nursing students.

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.

EDUCATION AND EXPERIENCE

Licensed as registered nurse in State of Oregon. Master's Degree in nursing or health related field preferred, Bachelor's Degree in Nursing or health related field required; and three years of progressively responsible public health nursing or management experience in a related healthcare field; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the above-described duties.

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 and to draw and interpret bar graphs.

REASONING ABILITIES

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

OTHER SKILLS AND ABILITIES

The use of medical instruments/equipment and assessment tools.

CERTIFICATES, LICENSES, REGISTRATIONS

Current license by the State of Oregon as a Registered Nurse, possession of or ability to obtain valid Oregon Driver's license; safe driving record.

BACKGROUND INVESTIGATION

Those employed in this position are subject to drug testing and a background investigation, including 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.

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 type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting strength	# of pounds = 30lbs			
<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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: Heart & Lung sounds
<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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>