



CLASS SPECIFICATION

Class Code: 60000623
Date Established: 07/1973
Last Reviewed: 07/2022
Last Revised: 07/2022
Last Title Change: 08/2002
FLSA: non-exempt
Probation: 12 months

PUBLIC HEALTH NURSE SUPERVISOR

DEFINITION

Under general supervision, supervises professional nursing staff and paraprofessional employees who provide public health nursing services; plans, develops, manages and implements public health nursing programs for communities, families and individuals; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor's degree from an accredited college or university in nursing AND four years of public health nursing experience.

LICENSE OR CERTIFICATE

A valid license to practice as a Registered Nurse in the State of Nevada is required at the time of appointment.

A valid driver's license is required at the time of appointment.

May be required to achieve and maintain valid CPR and First Aid certifications, depending on area of assignment.

SUPERVISION EXERCISED

Exercises direct supervision over professional, paraprofessional and support staff.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Supervise assigned professional and paraprofessional staff, including interviewing and selecting staff; provide staff training in proper work methods and techniques; assign and review work; conduct performance evaluations; implement discipline and conflict resolution procedures when necessary.

Schedule, coordinate and monitor assigned clinic/public health programs by evaluating compliance with regulations, procedures and protocols, staff efficiency and client utilization to ensure that operational and agency goals and objectives are being met.

Develop, implement, evaluate and modify public health programs (including policies, procedures and protocols) by collecting, analyzing and interpreting program data including statistical, narrative and anecdotal reports, staff input and other information to determine that programs meet community needs, grant and regulatory requirements.

Develop/write grant applications and related documents including needs assessments, program methodologies, and personnel and funding requirements to be submitted to funding entities for consideration; maintain required records and reporting to ensure that funding requirements continue to be met; reapply for grants as necessary to maintain funding for public health programs; responsible for budget oversight of assigned programs.

Manage special projects and activities by delegating work assignments, tracking status, monitoring progress and paperwork; present findings to management, making and justifying recommendations.

Interface and collaborate with county departments, public and private community agencies, expanding the scope and reach of public health programs and services to promote and improve the health and well-being of the client population.

Represent the agency on community boards and committees to acquire/provide information and respond to questions concerning projects, programs and activities of assigned programs.

Investigate complaints from clients regarding service received, determining the facts and circumstances of the complaint, and taking appropriate action to achieve a satisfactory resolution of the problem.

Recommend expenditures, projecting and justifying program needs for equipment, supplies and staffing to assist in budget development.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Departmental/divisional policies and procedures.

Organizational structure of Washoe County as it relates to programs and functions of assigned area(s).

Federal, state and county regulations pertinent to program and reporting requirements.

Local community resources and networks available to assist patients with health and related problems.

Child and elder abuse and neglect reporting laws and forms.

Management information systems and software used in the assigned area.

Terms and acronyms commonly used in the assigned function.

Countywide personnel policies such as affirmative action, sexual harassment, discrimination and EEO.

Budget development methods and techniques.

Revenue and reimbursement processing, including billing, third party payers and appeal processes.

Ability to:

Select, supervise and evaluate the performance of assigned staff.

Plan, develop, manage, implement and evaluate public health programs and activities.

Collaborate with outside agencies in the provision of public health services.

Represent the programs, operations and functions of Community and Clinical Health Services to the public, community organizations and other agencies.

Recognize work methods and procedures that promote a safe working environment for employees and others and to train staff in same.

Entry Level (*Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.*)

Knowledge of:

Environmental, sociological and psychological problems related to physical and health problems encountered in public health nursing programs.

Principles and practices of nursing applied to public health services, preventive medicine and sanitation.

Universal precautions and infection control practices, including causes, means and methods of transmission and control of communicable/infectious disease.

Scope, functions and activities of public health nursing, including community aspects of public health nursing programs, provision of continuing patient care, home nursing care and clinic services.

Public health education methods.

Theories and principles of growth and human development; including geriatric health, the aging process and maternal and infant health.

Modern medical terminology.

Current literature and trends in public health nursing.

Current public health principles and practices.

Principles and practices of management and supervision.

Pharmacology, dose calculations and medication administration.

Ability to:

Coordinate the staff, functions and activities of a specialty clinic or health program.

Provide comprehensive public health nursing services.

Train nursing staff and others in procedures and protocols of assigned program area(s).

Interpret and apply protocols, regulations, policies and procedures.

Interact effectively with individuals from a variety of socioeconomic and cultural backgrounds.

Communicate clearly and concisely, both orally and in writing, tailoring the message to the intended audience.

Write grant applications, statistical and narrative reports.

Operate a personal computer.

Establish and maintain effective working relationships with those contacted in the course of work.

SPECIAL REQUIREMENTS (*Essential duties require the following physical skills and work environment.*)

Ability to work in a standard or mobile office environment and/or clinical setting. Ability to lift and move objects weighing up to 25 lbs. Ability to use standard office equipment including computers, copiers, telephones, and FAX machines. Ability to operate laboratory and health related equipment, including protective devices such as masks or gloves. Ability to tolerate exposure to high public contact situations.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.