

Public Health Nursing Supervisor

Full Time

Benefited

Hours are now 8a-4pm with availability on occasional nights/weekends

Please submit a cover letter and resume to Angela Cox at acox@henrycounty.in.gov
no later than the close of business on Tuesday, August 15, 2023.

**POSITION DESCRIPTION
COUNTY OF HENRY, INDIANA**

POSITION: Public Health Nursing Supervisor
DEPARTMENT: Health Department
DIVISION: Public Health Nursing
WORK SCHEDULE: 7:00 a.m. - 5:00 p.m., T-Th & 7:00 a.m. – 4:00 p.m., F
JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN: October 1996 **STATUS:** Full-time **DATE REVISED:**
December 1999; August 2017 **FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The job requirements listed in this document are representative of the knowledge, skill, and/or ability required. The County of Henry provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Public Health Nursing Supervisor for the Health Department, responsible for providing health education to patients, families and the community, and assisting patients in obtaining medical treatment and health care, and supervising Public Health Nursing staff.

DUTIES:

Oversees the day to day operations of the public health nursing division, including implementing policies and procedures, and ensuring division compliance with local, state, and federal health codes.

Supervises nursing personnel, including delegating work assignments, assisting in developing policies and procedures, and providing ongoing training and education to nursing personnel.

Plans, promotes and implements immunization program, including establishing special clinics, giving immunizations, making physical assessments of patients, and maintaining computer and written client records.

Investigates reports of communicable diseases according to state and Center for Disease Control (CDC) guidelines, including interviewing patients, maintaining records, preparing reports, discussing with community organizations and conducting follow-up interviews. Implements general preventive measures, making early identification of disease and providing care and supervision to reduce effects of disease.

Conducts community health screening clinics and outreach programs, including performing various tests such as vision, blood draws, sexually transmitted infections, blood pressure, blood sugars, pregnancy, lead poisoning, lice, and tuberculosis.

Assists in developing and conducting evidence-based health education programs. Performs workshops and public speaking engagements and maintains contact with the media on healthrelated topics.

Provides nursing care in office and/or patient homes as referred by physicians and/or health agencies, including making physical assessments, providing information, making referrals and administering medications, injections and treatment as ordered.

Maintains current, accurate client records, and maintains statistics regarding Department nursing activities, such as surveillance, vaccine usage, disease investigations and home care. Compiles data, prepares and submits/distributes reports as required.

Conducts/maintains communicable disease and tuberculosis control and surveillance program. Performs tuberculosis tests in County jail for detainees and performs immunizations for county and city employees.

Identifies need for public health related research and participates in or facilitates community health assessments with community partners in a cyclical basis.

Maintains involvement in various non-profit agencies that are partners in community health.

Assists in the grant writing process to seek alternative funding sources and ensuring compliance with grant guidelines.

Prepares monthly progress report regarding nursing division activities.

Maintains inventory of vaccine and supplies, ordering as needed.

Performs the duties of other department personnel and assists with other department programs as needed.

Maintains current knowledge of medical practices, public health issues by reading professional publications, attending meetings and attending continuing education events.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Current Indiana Registered Nurse license, and experience in public health or related area.
Bachelor of Science Degree in Nursing preferred.

Certification in First Aid/CPR and STD prevention counseling.

Comprehensive knowledge of and ability to make practical application of public health laws, programs and sciences, and accepted principles and practices of public health administration.

Thorough knowledge of standard immunization practices, procedures and potential complications, with ability to effectively administer injections, supervise clinics, maintain appropriate schedules and resolve problems as needed.

Working knowledge of health and social services available to county residents, and ability to coordinate services and facilitate referrals as appropriate.

Ability to supervise nursing personnel, including delegating work assignments, assisting in developing policies and procedures, and providing ongoing training and education to nursing personnel.

Ability to effectively examine and screen individuals, provide information, assess needs, and provide information, treatments, assistance and referrals as appropriate. Ability to properly use various medical equipment, including stethoscope, sphygmomanometer, glucometer, blood draw equipment, thermometer and scale.

Ability to effectively communicate orally and in writing with co-workers, state and local health agencies, other health care providers, community service organizations, media, school personnel, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to properly use standard office equipment, including computer, printer, telephone, copier, and facsimile.

Ability to operate various computer software, such as Microsoft Word, Power Point, Outlook, Excel, and other databases.

Ability to work on several tasks at the same time and complete assignments effectively amidst frequent distractions and interruptions.

Ability to compute and calculate test results, prepare detailed records and reports, and maintain confidentiality of Department records and information.

Ability to understand and follow oral and written instructions and work with other in a team environment.

Ability to provide public access to or maintain confidentiality of department records and information according to State requirements.

Ability to physically perform essential duties of the position, including driving, sitting and/or standing for long periods, lifting/carrying objects up to 40 pounds, kneeling, crouching, bending, handling/fingering objects and close vision.

Ability to respond swiftly, rationally and decisively to emergency situations.

Ability to work extended evening and/or weekend hours as needed and travel out of town, occasionally overnight.

Ability to demonstrate a safe driving record and maintain a valid driver's license.

II. DIFFICULTY OF WORK:

Incumbent's duties are broad in scope, involving many variables or considerations with interrelationships difficult to ascertain. Incumbent performs according to well-established standard practices of the profession and standard Department policies and procedures. Incumbent exercises independent judgment in effectively examining, screening and assessing individual needs, and providing information, counseling, assistance and referrals.

III. RESPONSIBILITY:

Incumbent is responsible for the direction and supervision of all members of the nursing division staff, and is required to make non-routine decisions based upon general policies and guidelines. Incumbent ensures proper implementation of public health programs according to technical specifications and standard practices of the profession. Incumbent works with minimum supervision, referring to supervisor any unusual and/or unprecedented situations, such as circumstances not covered by existing policies and procedures, adverse reactions to immunizations and non-compliance of clients. Work is primarily reviewed for compliance with Department policy and procedures and effect on Department goals/objectives.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, state and local health agencies, other health care providers, community service organizations, media, school personnel, and the public for a variety of purposes, including explanation of department goals, policies, and objectives, coordination of staff activities, conducting of research, reporting of activities, controlling and monitoring communicable diseases and providing educational programs and referrals.

Incumbent reports directly to Administrator and Public Health Officer.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs majority of duties in a standard office environment, medical setting and at various residential sites, such as patient homes and institutions. Duties involve driving, sitting/standing for long periods, lifting/carrying up to 40 pounds, kneeling, crouching, bending, handling/fingering objects and close vision. Incumbent is exposed to normal hazards associated with driving, such as adverse weather conditions, and normal hazards associated with public health nursing, such as communicable diseases and blood-borne pathogens, for which universal health precautions must be followed to ensure safety of self and others. Incumbent periodically responds to emergencies on a 24-hour basis, works extended, weekend and/or evening hours as needed, and travels out of town, occasionally sometimes overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Public Health Nursing Supervisor for the Health Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes_____ No_____

Applicant/Employee signature

Date

Name

Print/Type

