



CLASSIFICATION NO. 718
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FLSA: Exempt
EEO: 2

COMMUNITY HEALTH NURSING SUPERVISOR

CLASS CHARACTERISTICS

Under direction, to plan, organize, coordinate and supervise licensed and other personnel and services within a program or clinic of the Public Health or Health Centers Divisions; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Department of Health, Housing and Human Services (H3S) provides a wide range of services to individuals, families, and communities through its Divisions: Children, Family, and Community Connections, Public Health, Behavioral Health, Health Centers, Social Services, and Housing & Community Development. The Community Health Nursing Supervisor is used for positions which oversee the provision of direct patient care and treatment, promotion of good hygiene and health, and education of preventive and rehabilitative health care. Programs include health care treatment and referral, immunizations, prenatal care, family planning, nutrition education and counseling, and monitoring communicable diseases.

The Community Health Nursing Supervisor oversees the provision of health services within well-defined programs and in community or clinical settings. Incumbents provide direct supervision to professional and paraprofessional health care personnel.

The Community Health Nursing Supervisor differs from the Community Health Nurse, Senior which leads the work of employees providing professional nursing care, but does not have full supervisory responsibilities. It also differs from the Public Health Program Manager, Senior which has overall responsibility for coordinating, planning and evaluating within various public health programs.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Administers one or more Community Health programs assists in evaluating program needs and developing program services; develops and recommends policies, procedures, goals and priorities, coordinates services with other Division programs and outside agencies.
2. Hires and supervises professional and paraprofessional staff to provide quality service to county residents; prepares performance evaluations; recommends and administers progressive discipline; conducts and/or facilitates staff orientation, training and development programs; evaluates required competencies of staff; promotes cooperative team efforts among staff and with other County departments.

3. Determines service program design, treatment methods, staff assignments and allocation of resources; ensures delivery of services conforms to regulatory and recommended standards, policies and legal guidelines; provides professional nursing services, physical examinations and laboratory tests as needed; coordinates with Public Health Officer, the Medical Director and/or Dental Director on standard of care and scope of practice as needed.
4. Oversees daily operational needs of the clinic(s) or program area, including problem resolution and establishing systems to ensure smooth operations; participates in clinic or program operations and quality assurance activities; receives and responds to patient and staff concerns.
5. Assists in preparing program budgets and grant applications; compiles statistics and prepares reports on grants and program activities; monitors revenues and expenditures; responds to billing problems referred by office supervisor; coordinates purchase and repair of medical and dental supplies and equipment.
6. Participates in state and local organizations and task forces to promote and coordinate public health programs; serves as liaison with other County departments and divisions, government agencies and community groups; participates in Emergency Preparedness planning and exercises on behalf of primary care clinic(s).

REQUIRED KNOWLEDGE AND SKILLS

Thorough knowledge of: Principles, methods and procedures of nursing as applied to public health practice; prevention and/or early detection of communicable diseases, infection control; chronic diseases, handicapping conditions, mental illness and other disabling conditions; principles and techniques of program planning, budgeting, and personnel management; participative management theories; principles and techniques of supervision; principles and practices of assigned health care programs; applicable Federal, State, and local statutes, regulations and rules; health care program(s) policies and procedures.

Working knowledge of: Preventive medicine and sanitation; community nursing programs, including continuity of patient care, principles of case management; techniques of teaching preventive health care to individuals and groups; procedures involved in promoting good health and providing for health needs of clients; sociological, psychological and physical problems involved in public health nursing; community resources available for assistance in public health programs.

Skill to: Administer community health programs under minimal supervision; evaluate effectiveness of program services and staff and initiate improvements; direct staff in continuous efforts to improve quality productivity and effectiveness; incorporate team participation in decision making; respond to changes desired by citizens and County staff; establish and maintain cooperative relations with public and private social and health agencies; persuade individuals and organizations to direct their efforts toward public health goals; analyze situations accurately and take effective action; prepare specialized education programs; communicate effectively, both orally and in writing; prepare clear and concise reports.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of three (3) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications:

The following licensure/certifications are required at the time of hire.

- License to practice as a registered professional nurse in the State of Oregon.
- Basic Life Support (BLS) certificate

PRE-EMPLOYMENT REQUIREMENTS

Must successfully pass a criminal history check which may include national or state fingerprint records check.

Must pass a pre-employment drug test.

Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s) must also possess and maintain an acceptable driving record throughout the course of employment.

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