



## **PUBLIC HEALTH NURSE SUPERVISOR**

**DEFINITION:** Under supervision of the HHS Deputy Director of Public Health and Prevention, plans, organizes, manages, and coordinates Public Health response functions, including programmatic, administrative, and operational activities in the public health clinic; directs, manages, and supervises assigned clinical and non-clinical staff; performs a variety of technical and specialized functions in support of clinic activities; promotes, coordinates, and participates in collaborative activities, programs, and projects within the Department; and functions as part of the broader leadership team within the Health and Human Services Department.

**ESSENTIAL JOB DUTIES:** Plans, organizes, and manages programmatic, administrative, and operational activities of several public health programs, including clinic and outreach functions; oversees and coordinates the allocation of designated resources, and ensures compliance with stated mission, goals, regulations, and guidelines; establishes programs' objectives and performance standards; evaluates programs operations and activities in terms of overall effectiveness and compliance; implements improvements and modifications as necessary and adjusts overall goals and objectives in response to changing program directives and/or client needs; develops, coordinates, and participates in collaborative activities; acts as a team member or leader for assigned projects; develops, implements and manages clinical, administrative, and operational systems and processes; interacts with program staff and clients as well as other County Departments in a positive and supportive manner; provides professional and managerial expertise in support of assigned program areas; collaborates with appropriate departments and programs to secure advice, resources, and technical services necessary to achieve assigned program goals, objectives, and directives in accordance with mutually agreed upon time frames and in compliance with the pertinent guidelines and regulations; participates in budget preparation; represents the department and assigned programs to other organizations, local communities, special interest groups, schools, businesses, clients, and the general public; acts as primary and major resource regarding assigned programs; responds to inquiries; promotes the department mission and goals; establishes and maintains open communication with other department programs and partner agencies; coordinates data, resources, and work products as necessary and upon request in support of a productive and positive working environment.

### **MINIMUM QUALIFICATIONS:**

**Training/Experience:** Must possess a current California Registered Nurse License with a Public Health Nurse (PHN) certificate. At least three years of progressively responsible clinical and/or administrative experience in a health agency. Prior supervisory experience is preferred.

NOTE: Candidates who do not possess a PHN certification but are able to do so within 6 months may be considered for a Supervising Nurse position at Range 84 and shall attain the PHN within the 6 month probation period.

**Knowledge of:** Principles and practices of designated professional discipline with specific knowledge and expertise of assigned programs and client services areas; pertinent local, state, and federal rules,

regulations, and laws; standard and accepted office procedures, methods, and computer equipment; standard and accepted principles and practices of supervision, training, and performance evaluations; cultural, religious, economic and social groups and their relationships to the delivery and acceptance of health and human services.

**Ability to:** Organize, implement, and direct assigned program operations and activities; on a continuous basis, know and understand all aspects of the job, intermittently analyze work papers, reports, and special projects; identify and interpret technical and numerical information; observe and problem solve policy and procedures; interpret and apply pertinent Countywide and departmental policies and procedures; plan and organize assigned program and outreach services through multi-disciplinary and multi-agency programs that may include public, private, and contract agencies; assist in the development and monitoring of an assigned program budget; work with various cultural and ethnic groups in a tactful and effective manner; communicate clearly and concisely, both orally and in writing; supervise, train, and evaluate assigned staff; plan, organize, and schedule priorities for self and others in an effective and timely manner; establish and maintain effective working relationships with those contacted in the performance of assigned duties.

Must have physical ability to produce written documentation by hand or computer; sit, stand, walk, twist, and lift and carry up to 30 pounds; climb and descend stairs.

**Special requirements:** Must show proof of Rubella, Measles, and Hepatitis B immunizations; Incumbents must possess and maintain a valid California Registered Nurse License (with Public Health Nurse qualifications, if applicable) during the term of employment and *must provide proof of licensure at the time of application*. Must have physical ability to produce written documentation by hand or computer; sit, stand, walk, twist, and lift and carry up to 30 pounds; climb and descend stairs. Must possess a valid CPR certification and maintain during term of employment, and possess a valid California driver's license. Must successfully complete a pre-employment background check and physical examination, including drug screen.