

PUBLIC HEALTH NURSING DIRECTOR I

This is professional nursing work in directing one or more Public Health programs in a local Health Department. Employees plan, organize, and direct all activities of a moderate sized staff and program. Employees have complete accountability for all the administrative, supervisory, and technical components of one or more Public Health programs. Employees must monitor the trends in the community served and adjust programs as needed. In addition, employees have responsibility for monitoring all nursing license issues, including scope of practice issues for nursing staff (regardless of licensure level), and assuring that all nursing staff have and maintain a license to practice in NC. Employees assure that any nursing staff who are not licensed (for example, through license lapse or delays in transferring license from another state) do not practice nursing until the license is reinstated.

I. SUPERVISORY AND MANAGERIAL FUNCTIONS:

Planning - Plan and establish Public Health program goals, and implement changes in standards and procedures as needed. Assign staff to work areas and responsibilities by studying community needs, workload, and staff availability. Set work priorities and deadlines, delegating to assistant supervisors as appropriate. Employees review assigned Public Health programs and use this to assist Health Director and others with planning and evaluating total agency programs.

Data Management - Expected to review and analyze data related to staff output and outcomes from a variety of programs and to participate at the agency management level in making program and agency-wide decisions. Review agency data and compare to state data and data from similar populations as needed to describe and address needs of populations targeted by the agency, and will make recommendations regarding agency changes to enhance the health of these populations. Employees will use input from staff, community assessments, and other community partners, including residents to identify patterns in the community that affect health as related to agency priorities, and will develop methods of confirming these patterns using qualitative or quantitative data. Findings will be reported within the agency and to community groups and elected officials as needed.

Organizing and Directing - Review staff assignments and other resources and adjust as needed. Employees have no authority to make major or organizational changes without the involvement of the Health Director. Expected to participate in community-level planning for the health of the residents in their geographical area. This might include representing the Health Department with groups that are not traditionally health-focused. Will also meet with comparable staff from other agencies and with consumers to develop formal and informal community partnerships and develop areas of collaborative practice. Formal agreements will ordinarily require the approval of the Health Director or designee; however employees should have sufficient awareness of the priorities and resources of the agency to speak generally for the agency.

Project Development - Oversee the development of new projects. This involves obtaining community input, assigning the project within the hierarchical structure, reviewing the goals of the project with the supervisor in charge, reviewing the specific proposal, and confirming that the budget for the project is sufficient and either available, or that there is a plan for obtaining funds. Will ordinarily present the proposal to the Health Director and other upper management staff.. Actual project management can appropriately be assigned to a lower-level staff person with supervision appropriate to the structure of the agency. Responsible for ensuring that all projects under their direction are consistent with the mission and priorities of the agency.

Grant Writing – Employees have responsibilities related to obtaining funding for new or expanded projects. This might include taking lead responsibility in gathering data, including community input, and writing a particular grant proposal or being part of a grant-writing team for a larger project. May also provide consultation to other parts of the agency or to other agencies who are taking the lead role in grant

writing for a project. When a lower-level supervisor has the lead responsibility for writing a particular grant proposal, employee will review the proposal and approve before submitting to the Health Director. Will be responsible for ensuring that all grant proposals under their direction are consistent with the mission and priorities of the agency.

Budgeting - Study and evaluate the needs of the assigned Public Health programs and the possibilities of expanding service. Prepare proposals to justify program budget needs to the Health Director, County Commissioners, and others. The assigned program budgets are monitored by the employee.

Training - Provide for on-the job training for new staff. Determine and provide for the training of other staff based on the need and availability of resources. May coordinate with nursing schools for field and clinical experience for nursing students in the agency.

Setting Work Standards - Review assigned program activities, problems, and functions with the Health Director to evaluate and revise work standards. Implement changes and ensure that standards, policies, and procedures are current. Stay abreast of current programs, and assist the Health Director and other professional supervisors in planning, evaluating, and implementing new health programs.

Reviewing Work - Review work of nurses and allied medical workers regularly through written reports, conferences with lower level supervisors, and occasionally on-site monitoring to ensure quality and efficiency in services delivered and to update services as needed.

Counseling and Disciplining - Evaluate performance of staff and provide assistance and guidance for routine and problem areas. Resolution of serious problems is subject to the review and participation of Health Director.

Performing Other Personnel Functions - Interview and select new employees with considerable input. Decide selections, salary adjustments, promotion, and disciplinary actions, subject to the review and approval of the Health Director. Typically make decisions concerning assignment and reassignment of work.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Supervise a variety of public health services with a nursing component, which periodically change due to changing guidelines, or shifts in community needs. Employees at this level are responsible for staying abreast of changes and needs, adjusting services and keeping the Health Director up-to-date. Employees actively participate in community activities, Board of Health and County Commissioner Meetings, and other activities concerned with public health to represent nursing and assigned programs and stay abreast of events and changes.

Variety of Work Supervised - Supervise a moderate sized staff delivering a variety of public health services.

III. EXTENT OF SUPERVISION RECEIVED:

Administrative decisions that reflect upon the agency and major program changes are reviewed by the Health Director. Employees independently plan and manage assigned Public Health programs and regularly review nursing and other staff activities, problems, and function with the Health Director. Nursing Directors may participate with considerable influence in long-range planning for the agency.

IV. SPECIAL ADDITIONAL CONSIDERATION:

Supervise a stable staff providing Public Health services in a variety of geographical locations, on one or more shifts.

V. RECRUITMENT STANDARDS:

Knowledge, Skills, and Abilities - Thorough knowledge and skill in the administration and organization of Public Health programs; thorough knowledge of the principles of public health nursing and public health nursing supervision; thorough knowledge of the available and related public health resources and organizations in North Carolina, and current social and economic problems pertaining to public health; thorough knowledge of public health administration on the local level; considerable knowledge of education methods and training techniques. Ability to plan, coordinate, and supervise the work of others and to present comments and opinions clearly and concisely in oral and/or written form; ability to exercise good judgment in appraising situations and making decisions; ability to plan and execute work effectively and to deal tactfully with the public and with other health professionals.

Minimum Education and Experience – Master’s in Nursing and three years of Public Health nursing experience (including two years of experience in a supervisory capacity); or graduation from a four-year college or university with a B.S. in Nursing which includes a Public Health Nursing rotation and four years of Public Health nursing experience (including two years of experience in a supervisory capacity); or a Master’s in Public Health and graduation from a school of professional nursing and three years of Public Health Nursing experience (including two years of experience in a supervisory capacity); or graduation from a school of professional nursing and five years of professional nursing experience four of which must have been in Public Health (including two years of experience in a supervisory capacity); or an equivalent combination of training and experience.

Necessary Special Qualification – A current license to practice as a Registered Nurse in North Carolina by the NC Board of Nursing.