Beaufort County Health Department

Vacancy Announcement

PUBLIC HEALTH NURSE SUPERVISOR I

Opening Date  
May 11, 2017

Closing Date  
May 29, 2017

Hiring Salary Range  
$50,102-$62,424

Position Number  
407-50-206

Pay Grade 2

Hours of Work  
Monday-Friday
8am – 5pm

Schedule may be amended to accommodate service needs.

Applications must be submitted on the state PD107 form

Mail Applications To:  
Beaufort County Health Department
Attn: S Graham
1436 Highland Dr.
Washington, NC 27889

Description of Work
This management level position is responsible for coordinating and supervising all clinical services (Women’s Health, General, HIV/STD, and Immunizations) provided at Beaufort County Health Department. Position is instrumental in planning, directing, and supervising clinical staff. Responsible for policy and procedure development, staff evaluations, making decisions regarding clinic appointment capacity, and assuring appropriate levels of staffing to meet client/clinic needs.

Position directly supervises 7 clinical staff positions to include 5 Public Health Nurses, 1 Foreign Language Interpreter, and 1 Medical Laboratory Technician.

Minimum Education and Experience Requirements
Master’s degree in nursing and two years of Public Health nursing experience; or graduation from a four year college or university with a B.S. in Nursing which includes a Public Health Nursing rotation and three years of Public Health Nursing experience; or a Master’s in Public Health and graduation from a school of professional nursing and two years of Public Health nursing experience; or graduation from a school of professional nursing and four years of professional nursing experience, three of which must have been in Public Health; or an equivalent combination of training and experience.

License and Certification Requirements
A current license to practice as a Registered Nurse in North Carolina by the NC Board of Nursing; Current CPR certification; Valid driver’s license.

Knowledge and Skill Requirements
- Considerable knowledge and skill in the administration and organization of a public health nursing program
- Considerable knowledge of public health nursing supervision of staff and programs
- Considerable knowledge of the resources and organizations concerned with public health work in North Carolina, and current social and economic problems pertaining to public health
- General knowledge of public health administration on the local level
- General knowledge of educational methods and training techniques
- Working knowledge of state and federal laws relating to public health
- Ability to plan, coordinate and supervise the work of others and to present findings, 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 other health professionals
- Thorough knowledge of and skill in the application of nursing theory, practice, principles, and techniques employed in the field of public health
- Ability to report accurately services rendered and to interpret and explain records, reports, and medical instructions

Benefits
- Annual and sick leave
- Paid holidays
- Health Insurance and Life Insurance
- Supplemental insurance options (Vision, Dental, Cancer, etc.)
- LGERS Retirement, 401k options

Pre-employment drug screening, background check, driving record, and/or credit check will be required as a pre-condition of employment. Beaufort County is an Equal Opportunity Employer.