



CUMBERLAND COUNTY
invites applications for the position of:

Public Health Nursing Supervisor I 118003214

SALARY:	\$55,884.46 - \$61,472.90 Annually
OPENING DATE:	01/08/19
CLOSING DATE:	01/17/19 11:59 PM

POSITION OVERVIEW:

Supervisor works cooperatively with all administrative staff including Health Director, Deputy Health Director, Director of Nursing (DON), and other supervisory staff to provide the most effective Public Health services to the community. This position performs supervisory work in planning, directing and supervising Public Health clinics. These programs and projects include, Child Health Clinic, Employee Health and Immunizations.

In an effort to attract and retain experienced candidates for nursing positions, the Department of Public Health has established a **Nurse Experience Hiring Plan**.

Experience

0 – 24 months

25 – 60 months

Greater than 60 months

Hiring Rate

Minimum salary

5% above the minimum salary

10% above the minimum salary

EXAMPLES OF DUTIES:

Duties for this position include, but are not limited to:

- Plan work operations for Public Health agency programs and plan for the utilization of resources over a long-range period with higher level management's input and review.
- Establish program goals in Child Health and Immunizations Clinic.
- Monitor and manage clinical and programmatic budgets with participation from clinical staff.
- Collect, review and analyze data related to staff output and program outcomes to assist management in making program decisions.
- Assist other Nursing Supervisors and the Nursing Director in making changes to accommodate new and fluctuating goals, programs and needs of the patients.
- Participate in needs assessments, develop community collaborations, assist with publicizing the project, and assist with the client or patient recruitment plan.
- Develop and adjust the goals, standards, guidelines, and policies as needed; write and implement policies and procedures for Child Health Clinic and Immunizations.
- Counsel staff as needed.
- Provide input on decisions concerning hiring, firing, promotion, performance appraisal, assignment of work, and salary adjustments with strong involvement of the Nursing Director and/or Health Director.
- Identify training needs through observation, evaluation of reports, and input from staff.
- Review work and performance of staff through written reports, and individual and team conferences and evaluations.
- Maintain and update employee health records.

This position may require the nurse to provide contraception methods subject to appropriate training

and staffing cross-coverage needs.

Employee is subject to be called upon anytime to help the agency respond to a public health emergency which may include, but is not limited to, outbreak investigations, staffing mass dispensing or immunization clinics, providing disaster relief, or other incidents (man-made or natural and intentional or non-intentional) as they arise, or any public health response requested by the Health Director.

MINIMUM QUALIFICATIONS:

Master's 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.

Necessary qualifications: A current license to practice as a Registered Nurse in North Carolina by the N. C. Board of Nursing.

Degrees must be received from appropriately accredited universities.

College transcripts may be submitted on-line via the attachment feature or mailed to Cumberland County Department of Public Health Human Resources, 1235 Ramsey Street, Fayetteville, NC 28301. If selected for the position, a formal transcript will be required within 30 days of hire.

SUPPLEMENTAL INFORMATION:

Considerable knowledge of, and skill in, the application of nursing theory, practice, principles, and techniques employed in the field of public health and related programs; considerable knowledge of and ability to apply the principles and practices of public health; knowledge of available resources and organizations and the ability to coordinate these as needed; general knowledge of current social and economic problems relating to public health, including health disparities; ability to plan, coordinate, and oversee the work of others; ability to deal tactfully with others and to exercise good judgment in appraising situations and making decisions; ability to work in partnership with patients and with other service providers to elicit needed information and to maintain effective working relationships; ability to record accurately services rendered and to interpret and explain records, reports, and medical instructions; adequate computer skills to allow communication, patient record documentation, and accessing of information.

Must have or obtain and maintain a valid North Carolina driver's license with an acceptable driving record. Background check and negative drug test are required.

APPLICATIONS MAY BE FILED ONLINE AT: Position #201800377
<http://www.co.cumberland.nc.us> PUBLIC HEALTH NURSING SUPERVISOR I 118003214
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Public Health Nursing Supervisor I 118003214 Supplemental Questionnaire

- * 1. Do you possess a current license to practice as a Registered Nurse (RN) in North Carolina by the NC Board of Nursing?
 Yes No

- * 2. Please indicate which of the following best describes your nursing education:
- Master's Degree in Nursing
 - Bachelor's Degree in Nursing
 - Associate's Degree in Nursing
 - No Degree or Diploma in Nursing
- * 3. Indicate the length of your work experience as an RN (all related experience must be reflected on application):
- No RN work experience
 - Less than 1 year of RN work experience
 - 1 year but fewer than 2 years of RN work experience
 - 2 years but fewer than 3 years of RN work experience
 - 3 years but fewer than 4 years of RN work experience
 - 4 years but fewer than 5 years of RN work experience
 - More than 5 years of RN work experience
- * 4. Do you have Public Health Nursing Experience? Examples include: school nurses, home health/hospice nurse (not hospital program) *All related experience must be reflected on application.
- Yes No
- * 5. Please verify that your application includes the following information: * Employment history including salary, correct dates of employment, employer address and phone number, supervisor's name, and reason for leaving each employer. Applications without the above information will be considered incomplete and not be processed. Please take a moment to review your application before submission to ensure all categories are completed. I have read and understand the above statement.
- Yes No

* Required Question