



## GASTON COUNTY

P. O. Box 1578  
128 W. Main Avenue  
Gastonia, N. C. 28052

## Department of Human Resources

Office (704)866-3118  
FAX (704)862-5727  
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Gaston County is currently recruiting for the position listed below. All candidates must be able to perform the essential job duties as identified and meet minimum qualification requirements for the position as advertised. Proof of education (a copy of GED, high school diploma, or college degree) must be submitted at the time of application.

**TITLE:** **PUBLIC HEALTH NURSING SUPERVISOR I  
(Position #HL0205)**

**LOCATION:** Gaston County Department of Health & Human Services  
Public Health Division-Family Planning  
991 W. Hudson Blvd., Gastonia, NC 28052

**PAY SCALE:** \$50,685-\$78,566 annually (Exempt - Not eligible for overtime)

**STATUS:** Full Time

**ESSENTIAL DUTIES:** (NOTE: The duties listed below are not all of the duties that may be assigned to the position but are considered as essential to the nature of the position).

- Plans, organizes and supervises the work of 15-20 subordinate nursing personnel, social work, paraprofessional and clerical employees.
- Makes employment and termination recommendations; mentors, evaluates, coaches and counsels staff; creates staff assignments based on Family Planning needs and patient flow.
- Provides leadership and program planning to all program staff; works closely with lead Physician, Medical Director, PHS Administrator and Health Director to attain program and organizational goals.
- Provides orientation to new staff and in-service training to existing staff.
- Prepares and administers all budgets for the Family Planning and Teen Wellness programs; oversees grant awards.
- Coordinates work efforts of staff with other departmental, county, state and federal agencies.
- Red Cross Readiness-assists with the planning and implementing of emergency plans for the community when needed.
- Presentations to the Board of Health when requested.
- Remains abreast of changes in state, federal and Medicaid requirements affecting Family Planning programs.
- Collects program data, prepares written narrative and statistical reports of program activities, trends and unique issues affecting services.

**MINIMUM QUALIFICATIONS:**

Graduation from an accredited college or university with a Bachelor's degree in Nursing which includes a public health nursing rotation and 4 years of public health nursing experience; one year of supervisory experience is preferred; **OR** a BS degree and 5 years of experience in public health including one year supervisory experience. Family Health experience desired, but not required, **Must be licensed by the state of North Carolina as an RN and a copy of the license must be attached to the application. A valid driver's license is required.** **Preference will be given to Spanish speaking applicants. The candidates selected must undergo a criminal background check and pass a pre-employment drug screening test prior to employment.**

**ANNOUNCEMENT DATE:** 04/09/2018

**CLOSING DATE:** Until Filled

Qualified applicants must complete an official Gaston County employment application. Gaston County prohibits the supervision of relatives either by blood or marriage in the same department and hires only United States citizens and aliens authorized to work in the United States. Applicants who are employed must provide proof of US citizenship or authorized alien worker status on first date of hire.

**GASTON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**