



**ONLOW COUNTY**  
invites applications for the position of:

## **Public Health Nursing Supervisor**

**SALARY:** \$26.67 - \$34.67 Hourly  
\$2,133.73 - \$2,773.85 Biweekly  
\$55,477.00 - \$72,120.00 Annually

**OPENING DATE:** 01/31/17

**CLOSING DATE:** Continuous

### **JOB DESCRIPTION:**

Performs difficult professional work planning, directing, and supervising a Public Health program, and related work as apparent or assigned. Work is performed under the general direction of the Public Health Nursing Manager. Continuous supervision is exercised over nursing staff.

This position will coordinate, plan, and implement all facets of the Communicable Diseases Section of the Nursing Division of the Onslow County Health Department.

Specific job responsibilities include:

- Plan and coordinate scheduling an operation of daily clinics.
- Supervise and coordinate all facets of care in the Communicable Disease section to assure quality care and proper follow-up of all Communicable Diseases and compliance with state and federal guidelines.
- Physical and budgetary responsibilities of the communicable disease program.
- Monitor program statistics by preparing monthly and yearly reports for the nursing manager and director of Clinical Services.
- Conduct epidemiological investigations & surveillance on patients with actual or suspected Communicable Diseases. This will include identification of source of infection, determination of contacts and potential contacts, determination of potential spread of agent or of infectious individuals and recommendations of control measures and institution of those measures.
- Review and ensure that all reports of communicable diseases are investigated, treated, and followed in accordance with the state guidelines.
- Serve as the primary facilitator of the agency Epidemiology Team to include agenda development, facilitation of meetings and dissemination of minutes.
- Prepare and send correspondence to physicians, institutions, patient contacts, consultants, and others to meet the objectives and goals of the communicable disease program.

### **POSITION RESPONSIBILITIES:**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Plan work operations for a nursing program, special program, or team; employees are authorized to make some changes and set work priorities.
- Recommend changes to agency policies and procedures to a higher level supervisor.
- Assist with decisions regarding resources and long-range planning.

- Collect data related to staff output and program outcomes to assist agency management in making program decisions.
- Use input from their staff to identify patterns in the community that affect health as related to agency priorities.
- Make some changes and set priorities in the work plans, procedures, services, and personnel assignments to meet daily and weekly program and client needs.
- Work with higher and lower level staff to develop new projects to include participating in needs assessments, developing community collaborations, publicizing project, and recruiting clients or patients.
- Provide supervision and ensure understanding of the work involved, collecting and reporting data appropriately, and managing the day-to-day activities of the project.
- Determine equipment, supply, and personnel needs which are communicated to the higher level supervisor who will justify and/or manage the budget.
- Provide on-the-job training for new staff and identify and coordinate staff development.
- Participate in establishing, reviewing, and revising special program, nursing, and agency policies and guidelines.
- Have considerable input into establishing work operations and nursing standards, and are responsible for the quality of services delivered.
- Review work of staff on-site and upon completion through written reports, individual and team conferences.
- Employees review the efficiency and quality of the work performed and the client progress.
- Resolve minor discipline and other staff problems and make the higher-level supervisor aware of these.
- Participates with considerable influence in the hiring, firing, promotion, performance appraisal, and salary adjustments of employees.

### **QUALIFICATIONS:**

Considerable knowledge and skill in the administration and organization of a Public Health 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.

### **EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS:**

Bachelor's degree with coursework in nursing, or related field and considerable experience Public Health nursing experience, or equivalent combination of education and experience.

Current license from the North Carolina Board of Nursing to practice as a Registered Nurse in North Carolina is required.

A strong background in communicable disease care is preferred.

Current license from the North Carolina Board of Nursing to practice as a Registered Nurse in North Carolina

Enhanced Role Registered Nurse position requires an additional 3-6 months of training that includes both a didactic and on-the-job clinical supervision phase in the expanded role specifically to which assigned (either in Child Health, Communicable Diseases, or Sexually Transmitted Diseases).

Valid driver's license.

**Salary will be determined based on qualifications, internal equity, budget and market considerations.**

**In order to be considered for this position, your final transcript showing the date that your degree was awarded and/or any required certificates or licenses must be uploaded with your application even if you are a current employee, or if we have received it in the past.**

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.onslowcountync.gov>

Position #5123-50306  
PUBLIC HEALTH NURSING SUPERVISOR  
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234 Northwest Corridor Boulevard  
Jacksonville, NC 28540  
910-347-7600

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### Public Health Nursing Supervisor Supplemental Questionnaire

- \* 1. What is your highest level of education?
  - High School Diploma
  - Associate's Degree
  - Bachelor's Degree
  - Master's Degree or Higher
- \* 2. Do you have experience supervising communicable disease programs in a public health or hospital setting?
  - Yes, I have experience supervising communicable disease programs in both a public health and hospital setting.
  - Yes, I have experience supervising communicable disease programs in a public health setting.
  - Yes, I have experience supervising communicable disease programs in a hospital setting.
  - No, I do not have experience supervising communicable disease programs.
- \* 3. Are you currently licensed to practice as a Registered Nurse in the State of North Carolina?
  - Yes
  - No
- \* 4. Based on your review of the position requirements, are you able to perform the position duties with or without reasonable accommodation?
  - Yes
  - No
- \* 5. Have you uploaded your final transcript showing the date your degree was awarded and/or any required certificates or licenses?
  - Yes
  - No
- \* Required Question