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Job Title: PUBLIC HEALTH NURSE PROGRAM MANAGER - 40001053

Durham County Government employs approximately 1,900 employees that work towards providing needed services throughout the community. With a wide array of services, Durham County Government is at the heart of a rapidly growing and diverse area offering residents, employees and visitors exciting opportunities to live, work, grow and play. For more information about Durham County Government, visit www.dconc.gov.

DEPARTMENT:	Public Health Services
DATE POSTED:	October 27, 2020
CLOSING DATE:	Until Filled
SALARY MIN:	\$65,072.00
SALARY MAX:	\$117,129.00
POSITION NUMBER:	40001053
JOB TYPE:	Full-Time

****THIS JOB POSTING IS SUBJECT TO CLOSING WITHOUT PRIOR NOTIFICATION.****

RESPONSIBILITIES

This employee functions as mid-level manager of the Women's Health Program, within the Medical Services Division at the Durham County Department of Public Health. The Women's Health Program includes the Maternal Health Clinic, the Family Planning Clinic, the Breast and Cervical Cancer Control Program, and Care Management for High-Risk Pregnancies. Oversight includes planning program activities, managing resources, budgeting, training and setting work standards, ultimate supervisory responsibilities for all positions in the program, and direct supervision for all supervisors in the program. The position spends a significant amount of time in administrative and supervisory responsibilities and coordinating services with other health professionals, community groups, and organizations.

KNOWLEDGE, SKILLS AND ABILITIES

Candidates must possess knowledge of and skill in the application of principles and techniques employed in the fields of medicine, nursing, and public health in general, and in Women's Health in particular. This includes:

- A thorough knowledge of community resources and organizations.
- The ability to plan, coordinate, and supervise the work of others.
- The ability to deal tactfully with others and exercise good judgement in dealing with day-to-day activities and with potentially volatile client situations.
- The ability to secure the cooperation of others.
- The ability to maintain an effective working relationship with others and to foster good working relationships among staff members.
- The ability to be flexible and receptive to change in dealing with staff needs, agency needs, changing patient populations, changing program requirements.
- The ability to write clearly, accurately, and concisely and to edit the work of others for spelling, grammar, and style.
- The ability to use computer systems for word processing, data entry and retrieval, and budget management, including programs such as Microsoft Word and Excel, to accurately record and interpret reports.
- Close attention to detail in the preparation of budget and program statistics and reports.
- The ability to work in considerable independence and provide written reports of program status as requested.

REQUIREMENTS

Candidates should hold a Master's in Nursing and three years of Public Health nursing experiences (including one year 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 one year of experience in a supervisory capacity); or Master's in Public Health and graduation from a school of professional nursing and three years of Public Health nursing experience (including one year 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 one year of experience in a supervisory capacity); or an equivalent combination of training and experience.

SPECIAL REQUIREMENTS

Must be licensed to practice as a registered nurse in North Carolina by the North Carolina Board of Nursing.

Durham County Government is an Equal Opportunity Employer