



ONSLow COUNTY
invites applications for the position of:

Public Health Nursing Manager

SALARY: \$30.68 - \$39.88 Hourly
\$2,454.06 - \$3,190.27 Biweekly
\$63,805.50 - \$82,946.94 Annually

OPENING DATE: 11/05/21

CLOSING DATE: 11/10/21 11:59 PM

JOB DESCRIPTION:

Performs difficult professional work managing the public health nursing program, and related work as apparent or assigned. Work is performed under the general direction of the Public Health Nursing Director. Continuous supervision is exercised over nursing staff.

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.

- Supervises advanced practice providers and multiple PHN Supervisors.
- This position coordinates quality and risk management case reviews in consultation with Supervising Physicians and is responsible for developing and maintaining clinical policies, standards of practice and care pathways, as well as standing orders.
- This position will oversee quality improvement initiatives within the clinical division and prepare reports for review by the Director of Nursing and Health Department leadership.
- Plan and establish program goals and implement changes in standards and procedures as needed.
- Assign staff to work areas and responsibilities by studying community needs, workload, and staff availability. Set work priorities and deadlines, delegating to assistant supervisors as appropriate.
- Employee's review assigned Public Health programs and use this to assist the Health Director and others with planning and evaluating total agency programs.
- Review and analyze data related to staff output and outcomes from a variety of programs and to participate at the agency management level in making program and agency-wide decisions.
- Review agency data and compare to state data and data from similar populations as needed to describe and address needs of populations targeted by the agency, and will make recommendations regarding agency changes to enhance the health of these populations.
- Use input from staff, community assessments, and other community partners, including residents to identify patterns in the community that affect health as related to agency priorities, and will develop methods of confirming these patterns using qualitative or quantitative data.
- Report findings to the agency, community groups, and elected officials as needed. Review staff assignments and other resources and adjust as needed.

- Participate in community-level planning for the health of the residents in Onslow County.
- Meet with comparable staff from other agencies and with consumers to develop formal and informal community partnerships and develop areas of collaborative practice.
- Have sufficient awareness of the priorities and resources of the agency to speak generally for the agency. Oversee the development of new projects.
- Ensure that all projects and grant proposals under their direction are consistent with the mission and priorities of the agency.
- Obtain funding for new or expanded projects which includes taking lead responsibility in gathering data, including community input, and writing a particular grant proposal or being part of a grant-writing team for a larger project.
- Provide consultation to other parts of the agency or to other agencies who are taking the lead role in grant writing for a project.
- Study and evaluate the needs of the assigned Public Health programs and the possibilities of augmenting services.
- Prepare proposals to justify program budget needs to the Health Director, County Commissioners, and others. Monitor program budgets.
- Provide for on-the job training for new staff.
- Determine and provide for the training of other staff based on the need and availability of resources. Coordinate with nursing schools for field and clinical experience for nursing students in the agency.
- Review assigned program activities, problems, and functions with the Director of Nursing and Health Director to evaluate and revise work standards.
- Implement changes and ensure that standards, policies, and procedures are current.
- Stay abreast of current programs and assist the Director of Nursing and Health Director and other professional supervisors in planning, evaluating, and implementing new health programs.
- Review work of nurses and allied medical workers regularly through written reports, conferences with Public Health Supervisors, and occasionally on-site monitoring to ensure quality and efficiency in services delivered and to update services as needed.
- Evaluate performance of staff and provide assistance and guidance for routine and problem areas.
- Participate in recruitment, prepare performance evaluations, and recommend promotions and disciplinary actions. Performs assigned functions as a Disaster Ready Team (DRT) member, if appointed or volunteers.
- Performs other duties as assigned.

QUALIFICATIONS:

Thorough knowledge and skill in the administration and organization of Public Health programs; thorough knowledge of the principles of public health nursing and public health nursing supervision; thorough knowledge of the available and related public health resources and organizations in North Carolina, and current social and economic problems pertaining to public health; thorough knowledge of public health administration on the local level; considerable knowledge of education methods and training techniques. Ability to plan, coordinate, and supervise the work of others and to present 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 with other health professionals. Ability to operate a personal computer and standard office productivity software.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS:

Bachelor's degree in nursing (which includes a public health nursing rotation) from a school accredited by the National League for Nursing or the Commission on Collegiate Nursing and considerable experience in Public Health nursing (including moderate supervisory 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. Valid driver's license.

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

Position #5158-52502
PUBLIC HEALTH NURSING MANAGER
AM

234 Northwest Corridor Boulevard
Jacksonville, NC 28540
910-347-7600

Public Health Nursing Manager Supplemental Questionnaire

- * 1. Which of the following best describes your highest level of education?
 - High School Diploma or GED
 - Associates Degree
 - Bachelors Degree
 - Masters Degree or higher
- * 2. Have you uploaded your final transcript showing the date that your degree was awarded and any required certificates or licenses? This must be done even if you are a current employee or we have received it with a previous application.
 - Yes
 - No
- * 3. 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.
- * 4. Which of the following best describes your supervisory experience?
 - Less than 2 years
 - Between 2 and 5 years
 - 6 years or more
- * 5. Are you currently licensed to practice as a Registered Nurse in the State of North Carolina?
 - Yes
 - No
- * 6. Do you possess a valid driver's license?
 - Yes
 - No
- * 7. Based on your review of the position requirements, are you able to perform the position duties with or without reasonable accommodation?
 - Yes
 - No
- * Required Question