

Public Health Nurse Supervisor I – Chowan County

Position Number

519-50-310/238

Salary

\$56,363 to \$70,252
Annually

Posted

June 2, 2022

Closes

Until Filled

How to apply?

Contact the Employment Security Commission,
111 Jordan Plaza
252-331-4798
OR call Samantha Ballance
at 252-338-4434

ARHS does REQUIRE NC State

Application PD-107. Incomplete applications will NOT be processed. The application can be found at www.arhs-nc.org/contact/

Current employees of Albemarle Regional Health Services should contact your immediate supervisor first and then contact Personnel Office if they are interested in applying.

Albemarle Regional Health Services provides eligible employees with a competitive benefits package including paid health insurance, paid holidays, 401 (k), sick and vacation leave, and N.C. Local Government Retirement.

ALBEMARLE REGIONAL HEALTH SERVICES IS AN EQUAL OPPORTUNITY EMPLOYER

Positions Responsibilities:

The Public Health Nurse in this position provides supervision to the clinical staff for all programs in the Chowan County Health Department. Clinic programs include but are not limited to: Child Health, Maternal Health, Adult Health, Adult Care Clinic, HIV, Family Planning, Case Management and Behavioral Health. The County Supervisor will also assist with program planning, performance appraisals, reviewing goals and objectives, assisting with updating job descriptions, communicating to all staff policy decisions, and updates as directed. This position will also serve as the clinic manager for various programs.

Key Duties:

- Performs all supervisory functions of the Chowan County Health Department, which include performance appraisals, reviewing goals and objectives, assisting with updating job descriptions, communicating to all staff policy decisions, and assistance with any disciplinary procedures.
- Responsible for ongoing inventory of facility, medical, and clerical supplies, and ordering of same to keep operational in Chowan County. Responsible for general safety and upkeep of building. Reports and follows up on repair needs. Responsible for maintenance of emergency tray and monthly inspection.
- Reviews clinical statistical data and makes recommendations regarding clinical needs and clinic services, productivity, and staffing needs.
- Supervises clerical staff assigned to clinical program.
- Communicate with medical providers.
- Assure continuing education/ enhanced role assignments are carried through.
- Assure compliance with NC Public Health Reporting Laws.
- Work closely with regional staff and providers to assure follow up.
- Assure compliance with all State programs.
- Works all clinics/programs as assigned.

Knowledge, Skills, and Abilities:

- 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.

Minimum Training and Experience:

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.

NOTE: All degrees shall be from an accredited institution. Official Transcripts will be required upon hire.

Necessary Special Qualification:

A current license to practice as a Registered Nurse in North Carolina by the NC Board of Nursing.

REQUIREMENT: COVID Vaccination is required within 45 days of hire.

Work against candidates will be considered.