

POSITION DESCRIPTION COUNTY OF HOWARD, INDIANA

POSITION: PUBLIC HEALTH NURSING MANAGER

DEPARTMENT: HEALTH DEPARTMENT

WORK SCHEDULE: M-F, 8:00 AM – 4:00 PM, (AND AS MAY OTHERWISE BE NEEDED)

JOB CATEGORY: PAT--PROFESSIONAL

DATE WRITTEN: 9/19/08

STATUS: Full-time

DATE REVISED: 12/7/10

FLSA STATUS: Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document 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.

Under general supervision of the Administrator, both reporting to the Health Officer, plans, oversees, implements, and evaluates the programs, activities and services involved in performing internal and external Public Health Nursing Division operations. The PH Nursing Manager uses independent judgment while making decisions that influence the aforementioned operations. Acting within the framework of established National, State and local Laws, codes, rules, and guidelines; including Health Department policies and objectives; the PH Nursing Manager is the agent of the Howard County Health Officer.

DUTIES:

Assists the Health Officer and Administrator in formulating administrative and operational policies and procedures.

Oversees basic operational functions and procedures of Public Health Nursing Division.

Plans and initiates program activities; compiles required and special reports, and prepares recommendations on findings for administrative and Board of Health evaluation.

Applies effective and efficient methods and procedures for scheduling Public Health Nursing related programs.

Conducts basic operational functions and procedures of the Public Health Nursing Division, such as: Conducting evaluations, testing, monitoring, assessments, and disease process control and management activities; administers immunizations, and vaccinations; educates clients and patients, and conducts emergency preparedness activities. May conduct and participate in outreach clinics, community affairs & committees, health fairs or administrative programs.

Plans and initiates all previously identified program, with and through the efforts of subordinate staff; compiles required and special reports, and prepares recommendations on findings for administrative and Board of Health evaluation.

May also participate in program execution and patient care.

Interprets, implements, and enforces compliance with policies, procedures, and safety regulations.

Applies principles and techniques of organizational and Public Health Nursing administration; and assists with budget development, supervision, training, and performance evaluations.

Supervises and coordinates activities of all Public Health Nursing division employees.

Inspects operating functions to evaluate efficient Public Health Nursing methods.

Uses effective and efficient methods and procedures for scheduling and assigning work flow for greatest efficiency in the Nursing function.

Determines divisional work procedures, prepares divisional work schedules, and expedites divisional work flow; assigns nursing staff duties and examines work for quality and quantity.

Conducts divisional planning, scheduling, and assigning work of divisional subordinates, prepares divisional reports and maintains divisional records.

Communicates clearly and concisely, orally and in writing.

With approval of the Administrator, may initiate divisional personnel actions such as promotions, transfers, discipline, and discharge; interviews, assists in selection, and trains all new division personnel.

May advise or assist employees in performing duties; conducts staff meetings to discuss operational problems or explain procedural changes; investigates, analyzes, and resolves personnel and operational problems or complaints.

Prepares and submits personal work timesheet according to county policy.

May keep time and personnel records, and may oversee preparation of payroll in the absence of the Administrator.

May authorize requisition of divisional equipment and supplies with approval from the Administrator.

Is capable of using a computer to assist in all phases of accountability.

SKILLS:

Ability to apply common sense understanding to carry out standing orders, instructions, and directives of the Health Officer furnished in written, oral, or graphic form.

Ability to deal with problems involving several concrete variables in standardized Nursing situations.

Ability to understand and apply knowledge of all Public Health Nursing issues related to Public Health, and possesses a general understanding of all services delivered by the Howard County Health Department.

Ability to understand and apply basic and complex business functions, such as: budgeting, evaluating, planning, organizing, motivating, and controlling.

Ability to use typing skills and a computer.

Ability to demonstrate effective leadership and supervision of subordinate staff.

Ability to behave as a professional, demonstrating dignity and respect for peers, patients, subordinates, and superiors while exercising calm and control in difficult situations.

Ability to read and comprehend complex instructions, detailed correspondence, memos, laws, codes, rules, policies, procedures and legal briefs.

Ability to write complex correspondence and technical documents.

Ability to effectively present information in one on one, small and large group situations to customers, clients, and other employees of the county.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Performs any and all other tasks as directed by the Administrator

RESPONSIBILITY: Overseeing and administrating the effective operation of the Public Health Nursing Division as related to Public Health Core Functions.

EDUCATION AND EXPERIENCE: Possession of a Registered Nurse License and Bachelor's degree from an accredited college or university with major course work in Nursing, Public Health Nursing, or Public Health. Must possess a valid driver's license and have a dependable vehicle.

PERSONAL WORK RELATIONSHIPS: Ability to communicate and interact humanely and tactfully, with dignity, both verbally and in writing. Ability to lead others toward successful attainment of goals and objectives.

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL REQUIREMENTS: While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close and distance vision, as well as the ability to adjust focus.

WORK ENVIRONMENT: Duties are performed in an office setting, and in the field; both indoors in institutional and occasionally in outdoor, residential, and business settings.

This job description describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment, nor is it intended to describe all duties someone in this position may perform. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
YES _____ NO _____

Applicant/Employee signature

Date