

PUBLIC HEALTH NURSING SUPERVISOR I

This is beginning level supervisory work in planning, directing, and supervising a Public Health program in a small health department or serving as a program specific assistant supervisor in a larger health department. A variety of disciplines may be involved in the program supervised; however, it is anticipated that nursing functions will be a strong component of the program. Employees at this level spend the majority of time in supervisory and administrative duties.

I. SUPERVISORY AND MANAGERIAL FUNCTIONS:

Planning - Plan work operations for a nursing program, special program, or team; employees are authorized to make some changes and set work priorities. Overall agency policies and procedures are established; employees recommend changes in these to a higher level supervisor. Employees will have considerable input into decisions regarding resources and long range planning.

Data Management - Employees at this level are expected to collect data related to staff output and program outcomes to assist agency management in making program decisions. Will have basic understanding of data review and the ability to make recommendations regarding project changes to enhance the health of the community. Employees will use input from their staff to identify patterns in the community that affect health as related to agency priorities.

Organizing and Directing - Employees are authorized to make some changes and set priorities in the work plans, procedures, services, and personnel assignments to meet daily and weekly program and client needs.

Project Development - Work with higher and lower level staff to develop new projects. This involves participating in needs assessments, developing community collaborations, publicizing project, and recruiting clients or patients. In a large agency, a lower-level employee might be assigned the role of Project Manager. This supervisor will provide supervision and ensure understanding of the work involved, collecting and reporting data appropriately, and managing the day-to-day activities of the project.

Budgeting - Determine equipment, supply, and personnel needs which are communicated to the higher level supervisor who will justify and/or manage the budget.

Training - Provide on-the-job training for new staff and identify and coordinate staff development. In a larger department, another employee and/or in-service committee will be responsible for overall training needs.

Setting Work Standards - Participate in establishing, reviewing, and revising special program, nursing, and agency policies and guidelines. In the area of work, employees have considerable input into establishing work operations and nursing standards, and are responsible for the quality of services delivered.

Reviewing Work - 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.

Counseling and Disciplining - Resolve minor discipline and other staff problems and make the higher-level supervisor aware of these. Serious situations are referred.

Performing Other Personnel Functions - The supervisor of a small program participates with considerable influence in the hiring, firing, promotion, performance appraisal, and salary adjustments of employees. A team or special program supervisor works more with the higher-level supervisor or nursing director in

making these decisions. Both roles have considerable influence in planning and reassigning an employee's duties and responsibilities.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics and Nature of Work Supervised - The supervisor of a small program has relatively stable services, clinics, and staff, with occasional changes in program guidelines and client needs. A team or special program supervisor supervises a staff delivering a variety of services or a staff working in a dynamic program or geographical area(s). Both roles require considerable contact with other disciplines and community groups and resources.

Variety of Work Supervised - Employees supervise nursing and other professional and sub-professional staff in the delivery of a variety of public health services.

III. EXTENT OF SUPERVISION RECEIVED:

Employees receive very general supervision from a higher level nurse or the Health Director. Their work is reviewed upon request and more closely in the review of written reports and in conferences. Major changes in plans and work standards are discussed with the higher level supervisor.

IV. SPECIAL ADDITIONAL CONSIDERATIONS:

Employees supervise staff providing services in various geographical locations on a single shift with a stable work force.

V. RECRUITMENT STANDARDS:

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 Education 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.

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