

PUBLIC HEALTH NURSING SUPERVISOR II

This is advanced level nursing supervision in local Health Departments which have a variety and/or complexity of programs and employ nursing services personnel on varying levels. Employees may be responsible for a major division or program of the Public Health agency, or be responsible for the overall nursing program in a small agency. A variety of disciplines may be involved in the programs supervised; however, it is anticipated that nursing functions will be a strong component of the programs. Employees at this level spend a significant amount of time in administrative and supervisory responsibilities, and coordinating services with other health professionals and community groups and organizations.

I. SUPERVISORY AND MANAGERIAL FUNCTIONS:

Planning - Plan work operations for a Public Health agency program or major division of the program, and plan for the utilization of resources over a long-range period with higher level management's input and review. Employees establish program goals in the area of assignment and have authority to make changes in short-range plans and some long-range plans.

Data Management - Employees at this level are expected to collect and analyze data related to staff output and program outcomes to assist agency management in making program decisions. Will review agency data and compare to state data and data from similar populations as needed to describe and address needs of populations served in their program areas, and will make recommendations regarding project changes to enhance the health of target populations. Employees will use input from their staff and others in the community to identify patterns in the community that affect health as related to agency priorities.

Organizing and Planning – Employees are authorized to make changes and set priorities in the work plans, procedures, services, and personnel assignments to meet program and client needs, using input from lower supervisors if applicable. There is no authority to make changes in the overall structure. Employees are expected to participate with comparable staff from other agencies to develop formal and informal community partnerships and develop areas of collaborative practice. Formal agreements will ordinarily require the approval of the Health Director or designee.

Project Development - Work with higher and lower level staff to develop new projects. This involves participating in needs assessments, developing community collaborations, assisting with publicizing the project, and assisting with the client or patient recruitment plan. In a large agency, a lower-level employee might be assigned the role of Project Manager. The supervisor in this role will participate in the early proposal and planning stages, and will develop job descriptions, work plans, evaluation tools, etc. for the project. Will also review and analyze data related to the project.

Grant Writing - Supervisors at this level have responsibilities related to obtaining funding for new or expanded projects. This might include taking the lead responsibility in writing a particular grant proposal or being part of a grant-writing team for a larger project.

Budgeting - A supervisor of a program will participate with considerable input and authority in compiling cost figures for supplies, equipment, training, and personnel and assist the Nursing or Health Director with planning and justifying the budget. A supervisor of a major division in a Public Health agency program determines equipment, supply, training and personnel needs which are communicated to the higher level administrator who will justify and/or manage the budget. The supervisor at this level will ordinarily be responsible for managing budgets for grant projects, and might also ensure proper invoicing of services provided by the agency under contract to another agency.

Training - A supervisor of a Public Health agency program determines training needs with input from staff, then provides or arranges for the training. A supervisor of a major division of a Public Health

agency program will assure on-the-job training for new staff members, and participate with considerable influence in planning overall training.

Setting Work Standards - A supervisor of a Public Health agency program develops and adjusts the goals, standards, guidelines, and policies as needed; the Health Director approves these and any major changes. A supervisor of a major division will participate with considerable influence in establishing, reviewing, and revising special programs, nursing and agency policies and guidelines; employees are responsible for the quality and efficiency of program services delivered in the area of work.

Reviewing Work – Review work of staff on-site and upon completion through written reports, and individual and team conferences. Employees review the efficiency and quality of the work performed and the client progress. A supervisor of a Public Health agency program will have more authority in reviewing unusual or problem work situations.

Counseling and Disciplining – Counsel staff as needed, issue initial disciplinary actions and work with higher level management on the more serious cases. A supervisor of a Public Health agency program will have more authority in reviewing unusual or problem work situations.

Performing Other Personnel Functions - The supervisor of a Public Health agency program is responsible for decisions concerning hiring, firing, promotion, performance appraisal, assignment of work, and salary adjustments with strong involvement of the Nursing Director and/or Health Director; assures that personnel policies are followed. An assistant supervisor or supervisor of a major division participates with considerable influence in all of these personnel functions and may be delegated the authority to make some of the changes. A supervisor at this level might be the direct supervisor of lower-level supervisors, who in turn directly supervise line staff in a particular program area. This supervisor might have responsibility for several such programs.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics and Nature of Work Supervised - Programs are varied, complex, and/or subject to periodic changes. Employees have considerable contact with top management, other disciplines, and community groups and resources, and at times must deal independently with sensitive or volatile situations.

Variety of Work Supervised - Employees directly or indirectly supervise nursing and other professional and subprofessional staff in the delivery of varied and relatively stable public health services. Special programs may be dynamic and complex.

III. EXTENT OF SUPERVISION RECEIVED:

Employees perform work with considerable independence. Work is reviewed by the Nursing Director or Health Director upon request and more closely in the review of written reports and in conferences. Work is reviewed while planning work operations and standards; major changes in plans and work standards are discussed with the Nursing Director or Health Director.

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 - Thorough knowledge and skill in the administration and organization of Public Health programs; thorough knowledge of public health nursing and 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; considerable knowledge of public health administration on the local level; considerable knowledge of educational methods and training techniques; considerable 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 three years of Public Health nursing experience (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 a 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.

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