

PUBLIC HEALTH NURSING DIRECTOR III

This is professional nursing work in directing Public Health programs in a local Health Department. Employees plan, organize, and direct all activities of a very large staff and varied and complex programs. Employees have complete accountability for all the administrative, supervisory, and technical components of the program, with the assistance of several Assistant Supervisors. Must stay abreast of broad social, economic, technical, and programmatic developments, and make recommendations and/or changes to adjust assigned programs to these developments. Employees supervise other health professionals. In addition, employees have responsibility for monitoring all nursing license issues, including scope of practice issues for nursing staff (regardless of licensure level), and assuring that all nursing staff have and maintain a license to practice in NC. Assure that any nursing staff who are not licensed (for example, through license lapse or delays in transferring license from another state) do not practice nursing until the license is reinstated.

I. SUPERVISORY AND MANAGERIAL FUNCTIONS:

Planning - Establish overall goals, plan work operations, set priorities and deadlines, and determine personnel, space, equipment, and other resources needed to meet the goals of the assigned programs. Daily and weekly assignments are made by lower-level supervisors. Plan and establish Public Health program goals, and implement changes in standards and procedures as needed. Direct overall staff recruitment and position assignment to meet goals and priorities of assigned programs. Daily work priorities are managed by Assistant Supervisors. Review assigned Public Health programs and use this to assist the Health Director and others with planning and evaluating total agency programs.

Data Management - Review and analyze data related to staff output and outcomes from a variety of programs and 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 make recommendations regarding agency changes to enhance the health of these populations. Use input from their staff, community assessments, and other community partners, including residents to identify patterns in the community that affect health as related to agency priorities, and develop methods of confirming these patterns using qualitative or quantitative data. Findings will be reported within the agency and to community groups and elected officials as needed.

Organizing and Directing - Plan daily work and have some authority to make significant changes in the structure to meet immediate needs. Make long-range plans and regularly review activities, problems, and functions. Assistant Supervisors are responsible for assigning the staff members to daily and weekly work assignments, subject to the review of the Nursing Director.

Project Development - Oversee the development of new projects. This involves obtaining community input, assigning the project within the hierarchical structure, reviewing the goals of the project with the supervisor in charge, reviewing the specific proposal, and confirming that the budget for the project is sufficient and either available, or that there is a plan for obtaining funds. Present the proposal to the Health Director and other upper management staff. Actual project management can appropriately be assigned to a lower-level nurse with supervision appropriate to the structure of the agency. Responsible for ensuring that all projects under their direction are consistent with the mission and priorities of the agency.

Grant Writing - Obtains funding for new or expanded projects. This might include 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. May also provide consultation to other parts of the agency or to other agencies who are taking the lead role in grant writing for a project. When a lower-level supervisor has the lead responsibility for writing a particular grant proposal, employee will review the

proposal and approve before submitting to the Health Director. Responsible for ensuring that all grant proposals under their direction are consistent with the mission and priorities of the agency.

Budgeting - Assess personnel needs by the study of statistical data, study present programs and projected needs, study training and reclassification needs; from this and other materials prepare, justify, and maintain the program budgets.

Training - Plan and provide for an intensive orientation for new employees and continuing education for staff. Responsibilities for parts of training are delegated to one or all supervisors. Responsible for identifying professional training needs for all staff and arranging for clinical and field experience for nursing students in the health department.

Setting Work Standards - Establish, develop, revise, and ensure that work standards, policies, and procedures are followed. Work closely with Assistant Supervisors in applying Public Health program standards to achieve quality work results.

Reviewing Work - Review records and performance of staff for evaluation of compliance with standards, policies, procedures, and objectives. Delegate supervision of staff assigned to them, programs, record review and evaluation, statistical data, personnel problems, and quality nursing care. Meet with supervisors regularly to direct and guide them in decision-making, problem solving, and coordinating a generalized Public Health program.

Counseling and Disciplining - Resolve informal grievances and staff problems. Resolution of serious problems is subject to the participation and review of the Health Director.

Performing Other Personnel Functions - Interview and select new employees with considerable input. Selection, promotion, dismissal, reassignments, and salary adjustments are planned with the lower level supervisors and approved by the Health Director. Each supervisor conducts performance evaluations of assigned staff; the Nursing Director reviews these evaluations and evaluates the performance of the lower level supervisors who answer directly to them.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics and Variety of Work Supervised - Supervise a variety of complex public health services with a nursing component, which frequently have changing guidelines and scope, shifts in the community needs, and/or volatile and sensitive work situations. Spend a considerable amount of time in dealing with top-level management, program and agency administrators, community groups and organizations, the Board of Health and County Commissioners, and other groups concerned with public health. Services offered in the Public Health programs are provided to more varied segments of the public in varied environments, which increase the variety of public contacts. Programs periodically include pilot service projects. Other disciplines, such as nutrition and physical therapy, programmatically and administratively often come under the supervision of the Nursing Director.

III. EXTENT OF SUPERVISION RECEIVED:

Administrative decisions that reflect upon the agency and major program changes are reviewed by the Health Director. Independently plan and manage the assigned Public Health programs and regularly review nursing activities, problems, and functions with the health program. Participate with considerable influence in long range planning for the agency.

IV. SPECIAL ADDITIONAL CONSIDERATIONS:

Supervise a relatively stable staff providing Public Health services in a variety of geographical locations, on one or two shifts.

V. RECRUITMENT STANDARDS:

Knowledge, Skills, and Abilities - 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; thorough 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 prepare and interpret statistical analyses of Public Health program activities and to plan and implement changes based on these reports; ability to prepare and maintain a program budget.

Minimum Education and Experience – Master’s in Nursing and five years of Public Health nursing experience (including four years 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 six years of Public Health nursing experience (including four years of experience in a supervisory capacity); or a Master’s in Public Health and graduation from a school of professional nursing and five years of Public Health Nursing experience (including four years of experience in a supervisory capacity); or graduation from a school of professional nursing and seven years of professional nursing experience six of which must have been in Public Health (including four years 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.