



POSITION DESCRIPTION FORM

OFFICE OF STATE PERSONNEL

Name of Employee	Present Classification Title Public Health Nurse Supervisor I
Present 15 Digit Position Number/Proposed Number	Usual Working Title of Position MCHD Supervisor
Department, University, Commission or Agency Toe River Health District	Institution & Division Mitchell County Health Dept.
Street Address, City and County 130 Forest Service Rd, Suite A, Bakersville, NC 28705	Section & Unit Administration, Clinical
Location of Workplace Bldg. And Room Number Ledger	Supervisor's Position Title & Number Health Director
Name of Immediate Supervisor	Work Hours (8:00-5:00pm, etc.) 8:00 AM – 4:30 PM
Work Schedule (Mon-Fri, rotating shifts, etc.) Monday-Friday	Other days and hours as needed to meet position requirements

Primary Purpose of the Organizational Unit:

The Toe River Health District's mission is to assure the conditions necessary for the residents of our service area to be healthy. To achieve this end, the District operates local health departments in each of its two counties, Avery and Mitchell. The local health departments accomplish the mission through an organized community effort focusing on: health promotion, disease prevention, education and awareness, access to and provision of quality care and careful stewardship of public funds.

Mitchell County Health Department (MCHD) administers the following public health programs: Vital Statistics, Child Health, Smart Smiles Project, Folic Acid Distribution Program, Maternal Health, Women's Preventive Health, Adult Health/Promotion, Breast and Cervical Cancer Screening, Environmental Health, Communicable Disease and STD Control, WIC Nutrition Supplement and Nutrition Services, Immunizations, Child Service Coordination, Maternal Care Coordination, Maternal Outreach Worker, School Health, and Laboratory Services.

Primary Purpose of the Position:

This is the highest-level supervisory position in the MCHD and requires managing a variety of complex programs and personnel on varying levels. The Public Health Nurse Supervisor (PHNS II) functions under the direction and supervision of the TRHD Health Director and practices within the scope of RN licensure. The employee is responsible for all personal health services at the health department. The employee spends a significant amount of time performing administrative and supervisory responsibilities and in coordinating services with other health professionals and community organizations. The employee acts as the ad hoc supervisor for TRHD program staff working at MCHD when the staff member's supervisor is off-site and acts as the building supervisor for decisions that require closing (weather, power outages) this authority includes the home health care wing of the building.

The employee supervises up to 15 individuals including physician extenders, nurses, allied health professionals, management support and clinic support staff in the delivery of varied public health services and special, usually grant funded, programs that may be dynamic and complex. This position is responsible for the quality and efficiency of nursing services delivered in the clinical setting. This position is responsible for the clinical coordination of WIC services in the health department clinics and works closely with the District Nutrition Director to ensure all nutrition services met program deliverables.

Work Schedule:

Position is exempt from NC wage and hour regulations. Work hours are as required to perform the functions of a local health department supervisor. The TRHD regular hours of operation are 8:00 am to 4:30 pm Monday through Friday. The position often requires hours outside of the regular hours of operation and is expected to be available by telephone at all times. In the event shelters are opened and/or emergency conditions exist precipitating opening of the Local Emergency Management Center, extended hours may be necessary for several days.

Description of Work: Describe the purpose of the job, and the major functions in which the employee participates or for which the employee is responsible. In the small left-hand column, indicate the percent of time the employee spends in each functional element. The percentage amounts should add up to 100%. In addition, please place a (*) next to each essential duty/function.

20% *Operations Management – Directs the day-to-day work operations for all personal health services within the MCHD. Manages administrative/management/clerical, medical, nursing, and other health professionals in a primary prevention and primary care environment. Responsible for implementing TRHD public health programs and services in accordance with all applicable rules, regulations, laws, policies and procedures set forth by the State and Federal Programs, the Toe River Board of Health, the Health Director and other regulatory agencies as appropriate. Authorized to make changes and set priorities in the work plans, procedures, services and personnel assignments to meet program and patient needs in the absence of the Health Director or his/her designee. As a member of the TRHD management team, the employee is the liaison between the MCHD staff and the Health Director, other district office staff and other supervisors, communicating district decisions on policy, budget etc. to staff in a professional manner. Works in clinics as needed to ensure coverage, delivery of services and quality monitoring.

20% Public Health Preparedness activities associated with the Strategic National Stockpile and local planning for mass vaccination and/or prophylaxis of Mitchell County residents within a 48 hour time frame has resulted in this position serving as the Point of Distribution (POD) Site Director responsible for mass vaccination and/or prophylaxis dispensing operations within the County.

20% *Community/Program Planning and Performance Management – Takes a lead role in planning with other community/agency leaders to assess health status in the community, identify priorities, set goals and objectives using DHHS Healthy People Objectives, identify resources and implement programs to address needs and evaluate program performance. Employee participates in the district strategic, operational, workforce development and preparedness planning processes. As a member of the TRHD management team, assists with planning all short and long-range work operations. Employee synthesizes quantity of patient need, program addenda and professional practice standards in making recommendations regarding the establishment of new positions and/or alterations in existing positions.

10% *Budgeting – Participate in the budgeting process for personal health services through compiling cost figures, personnel needs and expenditure justifications. Reviews program budgets with the program directors, District Finance Officer, and Health Director throughout the year. Responsible for providing input regarding how to cut cost, better utilize staff, staffing changes, recognize potential cost savings, better utilize resources to reduce waste and capitalize on funding and reimbursement sources to better serve patients.

15% *Training – Determines training needs with input from staff and program consultants and then provides or arranges for staff training to meet quality, safety, and competency requirements as determined by official licensing body and patient needs. Provides and coordinates orientation of all new staff to personal

	<p>health services. Ensure enhanced role nursing staff complete the required elements to maintain Description of Work: <i>(continued)</i></p> <p>“rostered” status. Remain up-to-date and knowledgeable regarding new techniques, policies and procedures pertinent to the public health needs of local patients and the program specific personal health services that can be offered. Be knowledgeable about improving effectiveness and efficiency through advancing technology with computer and related programmatic activities (collection and analysis of data, appointment systems, referral and follow-up, audits, etc.). Participates in monthly district supervisors meetings and quarterly regional meetings where ongoing training opportunities relative to Public Health issues are identified.</p> <p>*Setting Work Standards – Participates and rotates chairing the District Policy/Procedure/Standing Order Committee where administrative and clinical policies and procedures are developed and revised on a regular basis to ensure quality and efficiency of personal health services delivered in the clinics. Manages the development and modification of goals, standards, and guidelines for MCHD within the framework of TRHD policies and standard operating procedures.</p> <p>*Reviewing Programs and Work – Conducts evaluation of staff performance in relation to program standards through on-site supervision, written reports and individual/team conferences. Works to improve quality of care and service, work performance and department processes. Systematically collects and analyses data as part of the TRHD continuous quality improvement and performance management plans and is responsible for recommending corrective action plans when necessary. Review job descriptions annually updating as necessary. Reviews billing and data entry trends for all programs to include outstanding balances, denial of claims and coding errors that result in lost revenue. Coordinates closely with the District Finance Officer about corrective action plans involving needed administrative/management support/clerical staff training related to billing and/or data processing.</p> <p>*Counseling and Disciplining – Counsel staff as needed, issuing verbal and written warnings upon review with human resources and health director. Keep accurate notes regarding counseling and/or disciplinary action. Takes steps as necessary to ensure resolution of concerns and issues regarding personnel, which jeopardize work performance and department processes.</p> <p>*Performing Other Personnel Functions – Responsible for decisions concerning hiring, firing, promotion, performance appraisal and assignment of work, with human resources department collaboration and health director concurrence.</p>
10%	
15%	
5%	
5%	

	<p>Other:</p> <p>Duties as assigned by supervisor.</p>
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Competencies: *Knowledge, skills, abilities and attributes required in this position? What educational background is needed to perform these duties and responsibilities? What kind of work experience is needed?*

Thorough knowledge and skill in the administration and organization of a local public health department; thorough knowledge of public health and nursing practice and strong staff and programs’ supervisory skills; considerable knowledge of resources and organizations concerned with public health work in North Carolina, and current social and economic problems pertaining to public health at the local, state and national level; considerable knowledge of educational methods and training techniques; considerable knowledge of State and federal laws relating to public health and nursing.

Ability to provide competent nursing care; ability to interpret and understand information concerning medically oriented programs; analyze data and information concerning program operations in order to evaluate effectiveness; 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.

Education

Graduation from a four-year college or university with a B.S. Degree in Nursing that included a Public Health Nursing rotation and four years of Public Health Nursing experience, including one year of experience in a supervisory capacity; or graduation from an accredited school of professional nursing, 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 education and experience.

License or Certification Required by Statute or Regulation: *Is a license or certification required? What kind and type?*

Current license to practice as a Registered Nurse in North Carolina by the NC Board of Nursing is required per G.S. Chapter 90, Section 1, Article 9.C.

Signatures:

Supervisor: I have provided a complete and accurate description of responsibilities and duties, and have verified its accuracy and completeness with the employee.

Signature

Title

Date

Employee: I have reviewed this position description and it is a complete and accurate description of my responsibilities and duties.

Signature

Title

Date

Human Resources Officer: I certify that this is an authorized official position description of the subject position.

Signature

Title

Date