



## **PUBLIC HEALTH NURSE SUPERVISOR**

### **DEFINITION**

Under general direction, plans, supervises, organizes, coordinates, and reviews the work of staff performing a full range of professional nursing practice promoting and protecting the health of populations using knowledge from nursing, as well as social and public health sciences, including the delivery of clinical, community, field, and population based intervention; licensed case management; data collection and analysis; program planning; outreach and health promotion activities at all levels of prevention in connection with the mitigation of diseases and the development of healthy lifestyles; and performs related duties as assigned

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from appropriately licensed management personnel. Exercises direct and general supervision over assigned staff.

### **CLASS CHARACTERISTICS**

This is the full supervisory-level classification in the Public Health Nurse class series. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of professional, technical, and administrative support staff performing duties in the provision of public health preventive and acute nursing intervention, including but not limited to vaccination; health screening; early intervention to promote positive lifestyle choices; health education and acute disease intervention in the form of communicable/infectious illness identification, treatment, and control; and crisis intervention to mitigate adverse health events affecting both children and adults. Incumbents may also have independent responsibility for a major specialized public health program. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

This class is distinguished from the Nursing Program Manager in that the latter is a management classification and has management responsibility for a public health nursing facility, and assigned specialized projects and programs.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

- Plans, organizes, assigns, supervises, and reviews the work of assigned staff responsible for the provision of public health nursing services, including delivery of independent, interdependent, and dependent public health nursing intervention to enhance the health and safety of populations; prevent and control communicable disease through varied prevention activities, including immunization; identify and mitigate maternal, child, and adolescent health concerns; prevent abuse and neglect of children and adults; coordinate health and wellness resources and respond to health threats as identified in high risk aggregate communities; and provide early intervention to mitigate adverse childhood events as a means to improve the health of the community.
- Demonstrates competency and ability to carry out all practice functions identified in the Public Health Nurse I/II classification specification.
- Evaluates employee work and practice performance, mentors and guides employee development, and effectively recommends initial disciplinary action; participates in hiring selection and promotion.
- Trains staff in work and safety procedures and in the operation and use of equipment; implements training procedures and standards.

- Monitors operation effectiveness and service outcome of assigned program/function; identifies opportunities for improving nursing practice and service delivery methods/procedures; participates with management in the development, review, and implementation of best practices.
- Plans for, evaluates, and secures necessary equipment, materials, and supplies required for the assigned program and activities; monitors, controls, and inventories supplies and equipment.
- Provides technical consultation and guidance to staff members on complex client cases and may co-manage the most complex and/or highly sensitive cases; conducts quality assurance and contributes to assessments, reports, and other documentation prepared by staff.
- Conducts fiscal planning and budget or grant preparation, including strategic planning for budget or grant implementation.
- Provides general supervisory assistance to division management; prepares routine, periodic and special reports and correspondence.
- Receives and responds to inquiries, concerns, and complaints regarding assigned programs, activities, and staff; investigates complaints; recommends corrective actions to resolve issues.
- Works collaboratively with partnering agencies and programs, schools, treatment providers, community groups, and others in the coordination and provision of assigned programs and services.
- Maintains proficiency and awareness of new trends and innovations in the field of public health nursing as applied to individuals, communities, and populations.
- Represents the County and department in professional, committee, and partner agency meetings; participates in the development and implementation; reviews current developments, legal codes, rules, and regulations related to the area of assignment, conducts research, evaluates implications for the County, and develops procedures and recommendations; participates in planning and management of division operations.
- May serve as primary staff in communicable disease programs and other clinically oriented activities.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Advanced principles, practices, and current trends of public health nursing including population-based nursing practices in high risk and high acuity populations.
- Provisions of the California Nursing Practice Act; and applicable business and professions codes such as California Code of Regulations, Title 17, Public Health and the State of California Health and Safety Code; federal, state, and local laws, regulations, and ordinances as related to public health.
- Demographic, biostatistical, and data collection methods utilized in evaluating public health needs and problems.
- Major health concerns and risk factors of the populations served.
- Advanced principles, practices, and techniques of developing and delivering public health education and outreach in a variety of formats.
- Principles and practices of leadership.
- Pathophysiology of the major causes of illness and disease.
- Principles, practices, and methods in the treatment and prevention of communicable disease.
- Community resources for the provision of public health services, including social services and financial support resources.
- Business letter writing and the standard format for reports and correspondence.
- Recordkeeping principles and procedures.
- Basic principles and practices of budget and grant development, administration, and accountability.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.

- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

**Ability to:**

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Manage a complex caseload and establish priorities for case management, treatment, and referrals.
- Apply the principles of epidemiology to a wide range of social and health problems.
- Identify community health needs through analysis of cultural differences, demographic, and biostatistical data and information.
- Identify risk factors and develop comprehensive health plans for mitigation and prevention of diseases and other adverse health conditions.
- Identify community health needs through analysis of epidemiological data and information.
- Coordinate programs and services across a broad range of disciplinary practices for patients with multiple risk factors for adverse health conditions.
- Exercise sound independent judgment within established guidelines.
- Prepare clear, complete, and accurate documentation, reports, and other written correspondence.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying.*

Equivalent to a bachelor's degree in nursing from an accredited four-year college or university;

AND

Two (2) years of public health nursing experience at a level equivalent to the County's class of Public Health Nurse II. One (1) year of lead experience is preferred.

### **Licenses and Certifications:**

- Possession of, or ability to obtain and maintain, a valid California Driver's License by time of appointment and a satisfactory driving record.
- Must possess a California Registered Nurse license issued by the California State Board of Registered Nursing or eligibility for Registered Nurse licensure reciprocity in the State of California.
- Must possess a California State Public Health Nursing certificate.
- Must possess valid CPR certification.
- Must have completed child abuse and neglect recognition and reporting training requirements pursuant to the State of California Health and Safety Code.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office, clinical, or community field setting, and use standard office and various health care related equipment, including computer, stethoscope, blood pressure device, otoscope, hypodermics, specimen collection equipment; vision to assess emergency situations, conduct physical assessments and identify adverse environmental conditions and to read printed material and a computer screen; hearing to perform auscultatory tasks and client interpersonal communication dynamics; and speech to communicate in person, before groups, and over the telephone. Depending on assignment, standing in work areas and walking between work areas may be required, and travel to visit various cultural, physical, behavioral, and environmental settings may be required. Finger dexterity is needed to access, enter, and retrieve data using keyboard technology, and to operate standard office and health care related equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull in carrying out nursing practice tasks. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 45 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.

### **ENVIRONMENTAL CONDITIONS**

Employees work in a standard office, clinical, or community field environment with moderate noise levels, controlled and uncontrolled temperature conditions; and direct exposure to potentially hazardous physical conditions, chemicals, biopharmaceutical substances and bloodborne/aerosolized communicable disease. Positions require vaccination for communicable disease as stipulated in Cal-OSHA regulations and may be subject to violence in the workplace related to interaction with clientele afflicted with behavioral disorders or in exercising a public health enforcement role. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.