

SUPERVISING PUBLIC HEALTH NURSE

Definition:

Under direction, assists in planning, developing, coordinating, implementing and evaluating nursing service components in various health programs; supervises and guides nursing service personnel; functions as lead nurse in special areas; and performs related work as required.

Distinguishing Characteristics

Supervising Public Health Nurse is the lead level in the Public Health Nurse, classification series. Incumbents directly supervise and coordinate public health activities in specialized programs, in the field and in the clinic.

Essential Functions:

- Supervises and guides subordinate staff in a public health setting, including selection and interview, trains, assigns, evaluates and monitors the work of assigned staff; and recommends promotions and disciplinary actions when necessary.
- Develops and implements work schedules to ensure proper program coverage.
- Plans, organizes, directs and evaluates the overall day-to-day activities of a public health program.
- Manages budgets and completes a variety of reports for specialized programs.
- Interprets, develops and implements program policies and procedures in collaboration with a Division Manager.
- Serves as lead nurse in special areas; serves as mentor and encourages leadership in subordinate staff.
- Maintains standards of public health nursing and assures that services are rendered according to agency policies, state regulations and laws.
- Evaluates the needs of the community for public health nursing and develops needed program areas in consultation with the Director of Public Health Nursing and/or Division Manager.
- Assists in planning and participates in orientation and in-service educational programs.
- Collaborates with community organizations and participates in meetings and conferences as a representative of the Public Health Department.
- Prepares grant applications for new or continued program funding.
- Makes presentations to groups on public health related topics.
- Understands and complies with patient confidentiality requirements.
- May provide health services to the community as directed during a local, state, or federal emergency or disaster.
- Performs other job-related duties as required.

Employment Standards:

One (1) years of experience in a position equivalent to a Public Health Nurse II in a public health or community health setting.

OR

Four (4) years of nursing experience, with at least one (1) year in a lead capacity

AND

Possession of a valid and unrestricted Public Health Nurse Certificate issued by the State of California, Department of Consumer Affairs, Board of Registered Nursing

AND

Possession of a valid and unrestricted California Registered Nurse license issued by the State of California, Department of Consumer Affairs, Board of Registered Nursing.

AND

Possess and maintain a current American Heart Association Healthcare Provider Basic Life Support (BLS) card.

Failure to maintain a valid Registered Nurse License issued by the State of California, Department of Consumer Affairs, Board of Registered Nursing will result in termination.

Possession of a valid California Motor Vehicle Driver's License is required upon appointment.

A background check may be conducted for this classification.

Knowledge of: the theory, standards and practice of public health nursing; supervision and administration; community resources to provide continuity of client care; efficient and effective medical case management practices; community organizations and resources as they relate to public health; population-based nursing practice; issues related to cultural diversity and sensitivity; health inequities and disparities and social determinants.

Ability to: supervise, plan and direct the work of subordinate staff; work effectively under pressure and in difficult situations; identify and respond to changing community health needs; develop and maintain cooperative work relationships and effective community public relations; interpret and evaluate the nursing components of public health programs; communicate effectively orally and in writing with peers and the public; operate a computer and associated software and provide services in the most socially, culturally, and linguistically appropriate manner for each population served.

All Kern County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec.3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services). As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable, following a significant emergency or disaster.

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