

COUNTY OF SOLANO
NURSING SERVICES DIRECTOR

DEFINITION

Administers, directs and manages a variety of community health programs, public health nursing personnel and related activities; serves as a member of the department's senior management team; provides public health leadership in the community.

CLASS CHARACTERISTICS

This is a single position, senior management level classification. The Nursing Services Manager classification is characterized by the responsibility for determining community health needs and developing and implementing programs to meet those needs. Incumbent is responsible for program development and management including the responsibility for developing and implementing program goals, objectives, policies and priorities. Incumbent will plan, direct, manage, supervise, and coordinate the operations and activities of the assigned area within the organization. This classification assumes responsibility for the preparation and administration of a department budget.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Deputy Director of Health and Social Services/Health Officer.

Exercises supervision over professional, technical and clerical level staff.

EXAMPLES OF DUTIES *-Duties may include but are not limited to the following:*

Formulates, plans, organizes and directs programs to meet community health needs; develops health service programs through comprehensive written proposals and establishment of assignments; analyzes and evaluates data for program planning; prepares and recommends program plans and funding proposals; assists in evaluating program results for quality and fiscal accountability.

Directs the delivery of services in geographic districts and functional divisions; provides leadership in department and division strategic planning; provides nursing direction to coordinate nursing services across division and departmental lines.

Provides guidance and supervision to subordinate public health managers and supervisors in planning and implementing public health programs; advises department administration and human resource staff on issues effecting nursing and other staff; provides guidance to supervisor regarding performance expectations; recommends disciplinary action; provides guidance to staff regarding departmental ethics, values and work practices.

Develops, implements and updates policies and standards for the conduct of nursing services within established departmental policies and procedures; defines scope of public health nursing practices; establishes standards for practice; develops and maintains nursing protocols; ensures appropriate licensure/practice parameters for staff.

Organizes and directs the work of subordinate professional and para-professional staff performing various personnel activities including performance evaluations, training, selection and disciplinary actions.

Oversees the initial development of the division budget; prepares and monitors program budgets directly and/or through subordinate managers; ensures budgetary activities are performed within County and departmental guidelines; monitors expenditures; maximizes revenues sources for public health programs; prepares or approves grant applications; develops or approves revenue and expenditure contract parameters; provides related budgetary recommendations.

Represents the department as assigned with State agencies, County departments and community organizations to facilitate funding and operations and promote community action; provides technical consultation to staff, committees, school personnel, and community groups; makes presentations on health sources, trends, and legislation to professional and community groups.

Performs related administrative tasks; develops and approves plans and activities for staff development; prepares reports, position papers and agenda items; acts as a member of the department management team.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Community health services as applicable within an agency of similar size, composition and population.

Standard nursing procedures and protocol applicable to public health clinical operations and related services.

Public/home health nursing administration and laws and regulations.

Health care program planning and evaluation.

Principles and practices of supervision and program budgeting.

Community resources related to public health and social welfare.

Current trends and concepts related to health care delivery.

Practices and techniques of data collection and analysis.

Skills to:

Utilize basic office equipment.

Ability to:

Plan, organize and direct nursing and related services in a public/home health organization.

Supervise program management and professional staff.

Determine community service needs.

Evaluate the quality, effectiveness, and fiscal feasibility of diverse services.

Formulate nursing protocols and administrative procedures.

Design and recommend implementation of management information and communication systems.

Assist in developing and implementing program budgets.

Interpret nursing and health practices to others.

Develop goals and objectives, both short and long term.

Prepare effective funding proposals and service plans.

Experience and Education/Training

Experience:

Five (5) years of public health experience including three years experience in supervision, program planning, budgeting, and program evaluation.

Education/Training:

Masters degree is required from an accredited college or university, preferably in Public Health Administration.

SPECIAL REQUIREMENTS

Possession of a valid Registered Nurse License issued by the California State Board of Registered Nursing and certification as a Public Health Nurse is required.

SUPPLEMENTAL INFORMATION

Candidates must satisfy requirements set forth in administrative regulations (concerning Director of Nursing for a home health agency and Director of Public Health Nursing), promulgated by the California Department of Health.

Independent travel will be required.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds). Tasks may involve extended periods of time at a keyboard or moving from one room to another.

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Director of Human Resources

Revised Date: February 2003, April 2, 2003

BOS Date: June 30, 2003

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