

COUNTY OF SOLANO
PUBLIC HEALTH NURSE MANAGER

Rev: 3/06

DEFINITION

Plans, organizes and oversees the work of professional staff engaged in one or more public health programs; assists in the formulation of policies and procedures; supervises and serves as a consulting resource for a large staff involved in providing health, social and mental health services; serves as a member of the department's management/supervisory team.

CLASS CHARACTERISTICS

This management level class is characterized by the responsibility for developing and managing multiple health services programs. Incumbents assist in the formulation of goals, objectives, policies, and procedures and assume significant responsibility for the preparation and administration of assigned budgets. Employees in this class ensure that assigned activities are completed in a timely and efficient manner consistent with defined policies and regulations. This class is distinguished from the Public Health Nurse (Senior) in that the latter participates in the work of and provides oversight for one or more sections within the Public Health Nurse Manager's unit. It is further distinguished from the Nursing Services Director in that the latter is responsible for the overall operation of the Nursing Division of the Health Department.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level management staff.

Exercises supervision over assigned group of nursing and public health professional, technical and clerical staff and contract employees.

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

Plans, organizes directs and coordinates program activities and work of one or more public health programs which may include specialty units to meet needs of target populations or specific health problems; ensures program compliance with applicable laws, regulations and department policies.

Supervises professional, technical and clerical staff; assigns and reviews work; maintains standards through the effective coordination of activities; allocates personnel; acts on employee problems; provides recommendations concerning employee selection, transfers, promotions, discipline, discharge and salary issues; writes performance evaluations.

Conducts periodic meetings of staff to provide information, resolve problems, give program directions and evaluate policy effectiveness of assigned health programs; instructs staff on safety and risk issues in the field; trains and monitors staff on critical decision making.

Assists in the formulation and revision of nursing protocols, program policies and procedures to ensure quality of nursing care services; evaluates their effectiveness and insures compliance with local, state and federal regulations; evaluates compliance with policies, procedures and protocols.

Coordinates program activities with health agencies, providers and community groups to maintain an effective delivery of health services; coordinates services delivery and planning with other components of the Health Department; assists in establishing and maintaining the agency's community resources network.

Manages programs according to department and funding source requirements; prepares and monitors budgets; reviews and controls expenditures and service revenues; develops data collection systems and prepares regular statistical and progress reports.

Prepares correspondence, reports and memoranda; prepares grants, proposals, and contracts; collects and analyzes data for use in identification of community health needs and budget development.

Performs various related administrative tasks; participates in a variety of regularly scheduled meetings; participates in emergency and special meetings; maintains and reconciles vouchers and purchase authorizations; participates in budget preparation tasks.

May be assigned additional supervisory and/or administrative duties.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of health/home nursing, including community aspects of nursing programs and provisions for continuity of patient care.

Federal and state laws and regulations governing public health.

Principles of budget development and expenditure monitoring.

Policies, regulations and procedures governing assigned programs; goals and limitations of public programs within a specific assignment; legal requirements affecting service delivery and operations.

Causes and means of transmission and methods of control of communicable diseases.

Child growth and development procedures involved in promoting maternal and child health.

Environmental, sociological and psychological problems encountered in carrying on a health program.

Principles and practices of program evaluation related to nursing services; trends in public health nursing.

Work of other social and health agencies and functions of other professions as related to public health nursing; principles of mental health.

Sociological and emotional problems involved in care of the handicapped and those accompanying disease.

Use and effects of medicines.

Principles of clinical health screening including charting histories and system reviews.

Principles and practices of management including supervision, training, program planning and implementation.

Current concepts and trends in professional nursing practices.

Laws and regulations governing assigned public health programs.

Skills to:

Utilize basic office equipment as well as medical supplies, tools, and equipment.

Drive a motor vehicle.

Ability to:

Plan, organize and direct assigned Public Health programs.

Supervise a large and diversified staff; organize and prioritize work assignments; secure cooperation and teamwork among professional and support staff.

Formulate, promote and implement a variety of assigned nursing programs; understand program objectives in relation to departmental goals and procedures; monitor and evaluate program effectiveness; determine and evaluate levels of achievement and performance; interpret and ensure compliance with laws, rules and regulations.

Recognize and respect limit of authority and responsibility.

Establish effective working relationships with local agencies/organizations and the general public; communicate effectively both verbally and in writing.

Research regulations, procedures and/or technical reference materials; compile and analyze complex data to establish/identify needs and evaluate program effectiveness.

Prepare grants, budgets, and narrative and/or statistical reports; administer and manage financial activities; understand and analyze expenditure reports.

Identify and analyze administrative problems and implement operational changes.

Supervise the work of other engaged in assigned nursing activity.

Maintain confidentiality of information.

Experience and Education/Training

Experience:

Three (3) years of general public health or mental health nursing experience, depending on area of assignment, which includes one year of supervisory and/or program coordinator responsibility.

Education/Training:

Bachelor's degree is required from an accredited college or university in Public Health, or Nursing administration. A Master's degree is desirable.

SPECIAL REQUIREMENTS

Possession of a valid Registered Nurse license issued by California Board of Registered Nursing.

Possession of a California State Public Health nursing certificate is required for positions allocated to the Public Health section of the nursing Division.

Possession of or ability to obtain a valid Class C California driver's license may be required.

Must possess CPR card.

SUPPLEMENTAL INFORMATION

Independent travel will be required.

Positions allocated to this class may require specialization in target populations or programs.

Selectees for employment must, as a condition of employment, sign a statement agreeing to comply with Section 11166 of the California Penal Code relating to child abuse reporting.

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).

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

Environmental Factors: Incumbents must be able to work in an environment that may include exposure to communicable disease.

Director of Human Resources

Revised Date: March 2006

Revised From Nursing Supervisor: February 2006

BOS Date: June 30, 2003