

## **PUBLIC HEALTH NURSING DIRECTOR II**

This is professional nursing work in directing one or more Public Health programs in a local health department. Employees plan, organize, and direct all activities of a large staff with complete accountability for all the administrative, supervisory, and technical components of varied and relatively complex programs. Employees must monitor the trends in the community served and adjust programs as needed. In addition, employee has responsibility for monitoring all nursing license issues, including scope of practice issues for nursing staff (regardless of licensure level), and assuring that all nursing staff have and maintain a license to practice in NC. Assures that any nursing staff who are not licensed (for example, through license lapse or delays in transferring license from another state) do not practice nursing until the license is reinstated.

### **I. SUPERVISORY AND MANAGERIAL FUNCTIONS:**

Planning - Plan and establish Public Health program goals, and implement changes in standards and procedures as needed. Direct overall staff recruitment and position assignment to meet goals and priorities of assigned programs. Daily work priorities are managed by assistant supervisors. Review assigned Public Health programs and use this to assist Health Director and others with planning and evaluating total agency programs.

Data Management - Review and analyze data related to staff output and outcomes from a variety of programs and participate at the agency management level in making program and agency-wide decisions. Review agency data and compare to state data and data from similar populations as needed to describe and address needs of populations targeted by the agency, and will make recommendations regarding agency changes to enhance the health of these populations. Use input from their staff, community assessments, and other community partners, including residents to identify patterns in the community that affect health as related to agency priorities, and develop methods of confirming these patterns using qualitative or quantitative data. Findings will be reported within the agency and to community groups and elected officials as needed.

Organizing and Directing - Plan daily work and have some authority to make significant changes in the structure to meet immediate needs. Make long range plans and regularly review activities, problems, and functions. Assistant Supervisors are responsible for assigning staff members to daily and weekly work assignments, subject to the review of the Nursing Director. Expected to participate in community-level planning for the health of the residents in their geographical area. This might include representing the Health Department with groups that are not traditionally health-focused. Meet with comparable staff from other agencies and with consumers to develop formal and informal community partnerships and develop areas of collaborative practice. Formal agreements will ordinarily require the approval of the Health Director or designee; however employees should have sufficient awareness of the priorities and resources of the agency to speak generally for the agency.

Project Development - Oversee the development of new projects. This involves obtaining community input, assigning the project within the hierarchical structure, reviewing the goals of the project with the supervisor in charge, reviewing the specific proposal, and confirming that the budget for the project is sufficient and either available, or that there is a plan for obtaining funds. Will ordinarily present the proposal to the Health Director and other upper management staff. Actual project management can appropriately be assigned to a Project Manager with supervision appropriate to the structure of the agency. Responsible for ensuring that all projects under their direction are consistent with the mission and priorities of the agency.

Grant Writing - Responsibilities related to obtaining funding for new or expanded projects. This might include taking lead responsibility in gathering data, including community input, and writing a particular grant proposal or being part of a grant-writing team for a larger project. Employees might also provide

consultation to other parts of the agency or to other agencies who are taking the lead role in grant writing for a project. When a lower-level supervisor has the lead responsibility for writing a particular grant proposal, employee will review the proposal and approve before submitting to the Health Director. Will be responsible for ensuring that all grant proposals under their direction are consistent with the mission and priorities of the agency.

Budgeting - Assess personnel needs by the study of statistical data. Study present programs and projected needs; from this and other materials they prepare, justify, and maintain assigned Public Health program budgets under the supervision and guidance of the Health Director.

Training - Plan and provide for an intensive orientation for new employees and continuing education for staff. Responsibility for parts of training is delegated to one or all supervisors. Responsible for identifying professional training needs for all staff and arranging for clinical and field experience for nursing students.

Setting Work Standards - Establish, develop, revise, and ensure that work standards, policies, and procedures are followed. Work closely with assistant supervisors in applying Public Health program standards to achieve quality work results.

Reviewing Work - Review records and performance of staff for evaluation of compliance with standards, policies, procedures, and objectives. Delegate to Assistant Supervisors supervision of staff assigned to them, programs, record review and evaluation, statistical data, personnel problems, and quality care. Meet with Assistant Supervisors regularly to direct and guide them in decision-making, problem solving, and coordinating generalized Public Health programs.

Counseling and Disciplining - Resolve informal grievances and staff problems. Resolution of serious problems is subject to the participation and review of the Health Director.

Performing Other Personnel Functions - Interview and select new employees with considerable input. Selection, promotion, dismissal, reassignment, and salary adjustments are planned with the Assistant Supervisors and approved by the Health Director. Each Assistant Supervisor conducts performance evaluation of assigned staff; employee reviews these evaluations and evaluates the performance of the supervisors who answer directly to them.

## **II. SCOPE AND NATURE OF WORK SUPERVISED:**

Dynamics of Work Supervised - Supervise a variety of relatively complex public health services with a nursing component, which periodically have changing guidelines, shifts in the community needs, and/or sensitive work situations. Actively participate in community activities, Board of Health and County Commissioner meetings, and other activities concerned with public health to represent nursing and assigned programs and stay abreast of events and changes. Will have more frequent contacts with other program and agency administrators because of the variety of services rendered and more contacts with community groups due to the variety and/or size of the assigned Public Health programs.

Variety of Work Supervised - Supervise a large staff delivering a variety of relatively complex public health services.

## **III. EXTENT OF SUPERVISION RECEIVED:**

Administrative decisions that reflect upon the agency and major program changes are reviewed by the Health Director. Independently plan and manage the assigned Public Health programs and regularly review nursing and other staff activities, problems, and function with the Health Director. Participate with considerable influence in long-range planning for the agency.

**IV. SPECIAL ADDITIONAL CONSIDERATIONS:**

Supervise a stable staff providing Public Health services in a variety of geographical locations, on one or two shifts.

**V. RECRUITMENT STANDARDS:**

Knowledge, Skills, and Abilities - Thorough knowledge and skill in the administration and organization of Public Health programs; thorough knowledge of the principles of public health nursing and public health nursing supervision; thorough knowledge of the available and related public health resources and organizations in North Carolina, and current social and economic problems pertaining to public health; thorough knowledge of public health administration on the local level; thorough knowledge of educational methods and training techniques. Ability to plan, coordinate, and supervise the work of others and to present 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 with other health professionals.

Minimum Education and Experience – Master’s in Nursing and four years of Public Health nursing experience (including three years of experience in a supervisory capacity); or graduation from a four-year college or university with a B.S. in Nursing which includes a Public Health Nursing rotation and five years of Public Health nursing experience (including three years of experience in a supervisory capacity); or a Master’s in Public Health and graduation from a school of professional nursing and four years of Public Health Nursing experience (including three years of experience in a supervisory capacity); or graduation from a school of professional nursing and six years of professional nursing experience five of which must have been in Public Health (including three years of experience in a supervisory capacity); or an equivalent combination of training and experience.

Necessary Special Qualification – A current license to practice as a Registered Nurse in North Carolina by the NC Board of Nursing.