

## **DIRECTOR OF NURSING – PUBLIC HEALTH**

### **DEFINITION**

Under general direction of the Public Health Director, to direct the activities of the County's Public Health Nursing Program Division, including personnel management, program planning and evaluation, and public relations; to plan, organize, schedule, assign and supervise the work of public health nursing, community health nursing, and other health services staff; to organize, coordinate, evaluate and direct special programs; to perform public health nursing work; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a single-position class, which oversees and directs the functions and activities of the Public Health Division of the County Health Department. Responsibilities include planning, organizing, directing, and supervising public health programs and the work of professional public health and community nursing staff.

### **REPORTS TO**

Public Health Director.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

Public Health Nurse I, II and III, Nurse Practitioner, Physician Assistant, Registered Nurse I & II, Licensed Vocational Nurse I & II, Health Education Coordinator, Health Educator, and other staff as assigned.

## **DIRECTOR OF NURSING - 2**

### **EXAMPLES OF DUTIES**

- Plans, schedules, assigns, evaluates and directs the functions of the Public Health Nursing Division of the County Health Department.
- Administers the programs and the work of professional nursing staff and other public health staff.
- To provide direction and oversight for public health programs and activities, including communicable disease control, tuberculosis control, sexually transmitted disease and AIDS prevention and control; to be responsible for California Children Services, Family Planning and MCH Categorical Programs.
- Develops and interprets policies and procedures for all public health nursing programs.
- Advises staff on the interpretation and application of agency policies and public health laws and regulations.
- Develops programs and budgets for Public Health Program needs.
- Develops information concerning community health needs, including the coordination and interpretation of statistical data.
- Evaluates the effectiveness of current public health policies and practices, and helps formulate new policies and practices.
- Performs program planning and development work.
- Assists with grant development and administration.
- Schedules clinic sites, times, and staffing; reviews medical records for release to other agencies.
- Reviews the assignment and referral of clients to nursing staff.
- Supervises public health clinics.
- Assists in the performance of public health work.
- Prepares reports and correspondence.
- Represents special programs.
- Prepares and reviews annual program budgets.
- Interprets policies and regulations for the public.
- Acts as consultant to outside agencies.
- Represents the Department with other government agencies.
- Acts as chief advisor to the Public Health Director.
- Learns to investigate and interview patients to determine health needs.
- Acts to obtain treatment for ill patients.
- Serves as a patient advocate to assist patients with attaining optimal health care.
- Learns to coordinate health care between patients and care providers.
- Learns to assess, screen, and provide intervention strategies to high-risk individuals and families in clinics and home visits.
- Learns to instruct parents on child safety, growth, and development and screen for signs of abuse, poor nutrition and failure to thrive.
- Participates in patient meetings for "special needs" children.
- Teaches prenatal care to expectant mothers.
- Learns to work with community groups on local health issues.
- Participates in family planning and other department programs.

## **DIRECTOR OF NURSING - 3**

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; ability to climb, stoop, crouch and kneel; lift and move object weighing up to 25 pounds without assistance; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is usually performed in an office or clinic environment; exposure to communicable disease; continuous contact with staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Principles, methods, and procedures of general nursing and public health nursing.
- Community public health problems and issues and their relationship to the development and operations of public programs and services.
- Federal, State, and County laws and regulations applicable to public health program and communicable disease control.
- Causes, means of transmission, and method of control of communicable diseases, including sexually transmitted diseases, AIDS and tuberculosis.
- The sociological and cultural problems involved in a public health nursing program.
- Program planning and development.
- Principles, techniques, and practices of business and public health administration.
- Budget development and expenditure control.
- Principles and techniques of effective employee supervision, training, and development.
- Principles and practices of public health nursing as applied in public health practices and preventive medicines or specialized health programs to which assigned.
- Environmental, sociological, and cultural factors which influence individual and community health.
- Current literature and trends in public health and in public health nursing, including community resources and demography.
- Modern office practices, methods and computer equipment.
- Leadership concepts and principles.

## **DIRECTOR OF NURSING - 4**

### **Ability to:**

- Plan, organize, supervise, and administer the functions and services of the Public Health Nursing Program Division of the Plumas County Health Department.
- Develop, organize, analyze, and interpret statistical data.
- Provide direction, supervision and training for staff.
- Develop and administer a budget and control expenditures.
- Review the work of staff and resolve problems.
- Be responsible for the development, maintenance, and preparation of public health statistics, medical records, and reports.
- Direct the preparation and prepare clear, concise reports.
- Effectively represent the Health Department in contacts with the public, community organizations and other government agencies.
- Establish and maintain cooperative working relationships.
- Coordinate assigned activities with community organizations and other government agencies.
- Analyze situations accurately and take effective action.
- Exercise independent judgement and plan, organize, and carry out public health nursing activities.
- Plan, implement, and evaluate a specialized health program and initiate improvements under minimal supervision.
- Orient and train other personnel
- Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines.
- Work independently and as a team member.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner, organize own work, set priorities and meet critical time deadlines.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- React calmly and professionally in emergency, emotional and/or stressful situations.

## **DIRECTOR OF NURSING – 5**

### **Training and Experience:**

#### **Required qualifications for this position:**

Five (5) years of experience performing public health nursing work, including two (2) years in an administrative or supervisory capacity.

Must have a Bachelor of Science in Nursing, including completion of sufficient nursing and public health studies to obtain requisite licenses and certificates from the State of California.

Completion of a Master of Nursing degree or a Master's Degree in a related health field from an accredited program is desirable.

### **Special Requirements:**

- Possession of a valid license as a Registered Nurse in California and a Public Health Certificate issued by the State Department of Health Services.
- Possession of a valid California Driver's License.

All County of Plumas employees are designated Disaster Service Workers through State law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are Required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.