

The job description is intended to describe the general nature and level of work being performed by the incumbent, and is not to be construed as an exclusive list of responsibilities, duties and skills required by the incumbent on this position. The job description does not imply an offer of employment, nor a contract for employment. It is subject to change at the discretion of the employer.

**Job Title: Clinical Nursing & Communicable Disease Supervisor**

**Department: Health Department**

**FLSA: Exempt**

**Reports to: Director of Health and Human Services**

**Union Affiliated: No**

### **General Position Summary:**

This position is primarily responsible for managing clinical nursing services and other nurse-run public health programs. The primary responsibility is to ensure that high quality clinic services are available to improve health outcomes in the community and other sites where services are delivered by health department staff. This position oversees the implementation of grant-based public health programs and coordination of access to care programs. Supervision of clinic staff and compliance with clinical protocols and standing orders is an essential function and may also represent the health department at meetings and functions at the local and state level to coordinate and collaborate with other programs to further develop public health programs. Areas of responsibility include: program planning, development of policies, procedures and goals, establishing staffing and budget, organizing and supervising assigned staff, program evaluation and other ancillary duties as well as assuring department-level implementation of the Washington State Public Health Standards. This position reports to the Director of Health & Human Services and will collaborate and consult directly with the Health Officer.

### **Essential Duties and Responsibilities:**

#### **General:**

1. Organizational responsibilities include understanding and promoting the Public Health mission of the department; providing courteous, respectful, efficient customer service to all health department clinics; honoring diversity of all department employees and constituents; participating in health department training; striving for personal excellence in public health work.
2. Transfer knowledge, research and best practices to the staff, other managers, and community service providers; application of management and supervisory skills; budget, program grants and contracts monitoring; assessing needs, leading coordinating and assisting managers and staff members in specific programs.

#### **Program Planning, Development and Management**

3. Assure adequate high quality services are available and that staff competencies meet the requirements of the program activities.
4. Directly manage the daily operational activities of the clinical services and other public health programs and assure adequate staffing and schedules for both service units.

Current clinical services include: STD testing and treatment, HIV counseling and testing, pregnancy counseling and testing, emergency contraception, rabies post-exposure prophylaxis, food-borne illness and other outbreak investigations, notifiable condition investigations, tuberculosis control, and immunizations.

Current public health program areas include: HIV case management, oral health, children with special health care needs, Hispanic outreach, children with elevated blood lead level investigations, coordinating access to health care, coordination of a portion of Cowlitz Free Clinic nursing services, and several other maternal child health programs.

5. Meet with staff to work on team building, problem identification and resolution, assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures.

6. Define or assist in defining program goals and objectives; establish methods and means of accomplishing program objectives; assure infectious disease (ID)/clinical procedures are up to date and in compliance with Department policies, procedures and professional ethics. Direct, coordinate, review, and report on the unit work plans.

#### **Staff Development**

7. Select, train, motivate, coach, mentor, teach, encourage and evaluate program staff; support workforce development. Work with employees to correct deficiencies; implement discipline and termination procedures if necessary. Provide on-going support, feedback and direction to staff.

#### **Strategic Planning**

8. Work with leadership team and health assessment staff to assure evaluation plans, including logic models with process, impact and outcome measures are developed and incorporated into daily services, staff performance measures and program development. Assist the leadership team in assuring the evaluations are tied to budget, and morbidity and mortality outcomes.
9. Recommend benchmarks and productivity standards for service delivery and assure systems for tracking at the program and staff levels. Implement quality assurance and improvement systems.
10. Evaluate programs in meeting benchmarks; the execution of strategic actions and work plans; and the achievement of desired outcomes. Analyze this information and work with leadership team to plan and implement quality improvement activities that lead to innovative public health interventions and program changes including recommendations to discontinue, modify or develop new strategies/initiatives.

#### **Administration**

11. Develop, prepare, administer and monitor program budget, fee structure and contracts; review and interpret program guidelines and requirements. Report on program performance, service level need, and demographic data; Assure adequate inventory of supplies and medications.

#### **Emergency Preparedness and Nursing Duties**

12. Assure that all department staff is prepared and cross-trained for outbreak response, health emergencies and interventions.
13. Be willing, when called upon, to be on site at a public health event, outbreak, emergencies or interventions.
14. Participate in disease investigations and collaborate in developing and implementing disease control measures.
15. Deploy into clinical duties during public health emergencies, as needed.
16. Rotate into public health administration and other on-call duties.
17. Perform other duties and tasks as assigned.
18. Through education and other controls, minimize risk of exposure of self and others to potentially infectious bodily fluids, used needles, reagents, biologics and chemicals, TB, measles, and other communicable diseases.

#### **Minimum Qualifications:**

1. Bachelor's Degree in Nursing and at least 4 years of clinical experience (e.g. communicable disease, reproductive health, vaccine preventable disease) and or combined with four years of public or business administration experience in a health or social services field. OR, a combination of education, experience and training that would ensure the knowledge to perform the duties of the job.
2. Experience must include: administration and/or management in a public health setting, full supervisory responsibilities and personnel management, budget management, contracts and grants development and administration.
3. Must possess and maintain WA State RN licensure as well as required certifications and trainings.
4. Possess and maintain a valid driver's license and driving record that meets county standards.

#### **Required Skills and Abilities:**

1. Proficient in nursing principles, practices and procedures applicable to public health as well as general clinical proficiencies and standards. Skilled in the use of scientific methods including qualitative and quantitative data for use in strategic planning and decision-making, to assess, recommend and implement public health services.

2. Knowledge of health issues and trends, political and organizational structures, including the field's applicable requirements, regulations, and laws.
3. Promptly and effectively execute adequate clinical decisions, organize multi-discipline professionals and other community leaders towards a common goal. Skilled experience in team and network building of community resources and services.
4. Knowledge of modern management and supervisory techniques and practices. Provide clear and concise instructions and training.
5. Develop, implement, evaluate and take corrective actions as needed to achieve departmental goals and objectives.
6. Manage, understand and interpret financial and accounting data, including budget preparation, expenditure control and recordkeeping, and the ability to manage multiple budgets.
7. Develop and maintain effective working relations with employees, other departments/agencies, contractors and funding sources and the general public. Foster collaboration between Health and Human Services departments and the community under the leadership of the Director of Health & Human Services. Ability to work collaboratively with advisory boards and other community groups.
8. Leadership skills including integration between health and other healthcare services in order to lead and implement innovations. Develop effective ideas and solutions to achieve goals.
9. Plan, organize and oversee assigned work programs, including monitoring work schedules and evaluating the work of others. Adequately delegate work.
10. Apply principles and practices of quality assurance and quality improvement; qualitative and quantitative data for use in strategic planning and decision-making.
11. Skilled at managing workload and prioritizing work in a multi-task environment with frequent interruptions and challenging timelines. Able to work in a team environment as well as work well independently.
12. Research skills and ability to analyze and evaluate operations data. Prepare reports and recommendations.
13. Effective communication skills, both orally and in writing, with individuals and groups regarding complex or sensitive issues or regulations. Skilled public speaking and presentation skills to varied audiences, as well as risk communication practices. Skilled in conflict resolution, mediation and facilitation, and ability to collaborate with individuals with diverse opinions and views.
14. Able to exercise judgment and discretion regarding sensitive or confidential matters.
15. Possess commitment to and demonstrate expertise in dealing with diversity issues with balanced fairness, including those relative to ethnicity, sexual orientation and disabled populations. Be non-judgmental of clients and their lifestyles.
16. Ability to accept supervisory instructions and constructive criticism, and commitment to continual personal and professional development. Support and carry out County and Department's policy and decisions.
17. Adhere and oversee compliance with organizational directives and policies as well as legal requirements.

### **Equipment or Tools:**

1. Operate a personal computer with standard office software and internet and commonly used applications for the health field and general modern administration.
2. Operate standard office equipment such as multi-line phones, teleconferencing, web conferencing, printer, fax, calculator, satellite phone, personal data assistant, photocopier.

### **Job Scope:**

Level of Supervision Received: Operate under medium supervision. Work is verified through reports and review of outcomes.

Level of Supervisory Responsibilities:

Full supervisory responsibilities. Conduct or involved in hiring, training, evaluation, discipline and terminations in consultation with the Director.

Contact/Communication with others:

Extensive oral and written contacts and communications, both formal and informal. This includes phone, email, correspondence, reports, and face-to-face. Extensive technical report and proposal writing. Contacts will occur with the public, department staff, other County staff and local, state and federal agencies, local groups and advisory committees and the media. Functions in both a leadership and a collaborative role with individuals at varying levels of expertise and experience.

Decision Making Capacities:

Extensive latitude of decision-making and independent judgment within the duties and scope of the job. Make determinations regarding sensitive matters and budget issues. Consult regarding out-of-scope and unusual matters.

### **Working Conditions:**

1. May require work hours in excess of 8 hours per day or 5 days per week, or non-standard hours. Respond to emergencies involving public health, communicable disease, or as required.
2. Requires travel or commute to other departments, agencies and other areas for training purposes and meetings.
3. Requires working under stress and strict deadlines, while attending to multiple duties simultaneously.
4. May require prolonged computer related exposure and sitting/standing at a workstation for long periods of time.
5. Exposure to work environments and hazards common to the nursing field, including communicable diseases and unhealthy population, to disturbing/uncomfortable issues or matters contrary to personal beliefs.

Physical Requirements	N/A	Rarely (1-12%)	Occasionally (13-33%)	Frequently (34-66%)	Regularly (67-100%)
Standing			X		
Walking				X	
Climbing		X			
Sitting				X	
Stooping / Kneeling		X			
Lift/Carry up to 15 lbs.			X		
Lift/Carry up to 30 lbs.		X			
Lift/Carry up to 50 lbs.		X			
Push/Pull up to 25 lbs. of exertion		X			
Push/Pull up to 50 lbs. of exertion		X			
Work below waist level		X			
Work at waist to shoulder level				X	
Work above shoulder level		X			
Reach further than arm's length			X		
Fingering				X	
Grasping / Holding			X		
Talking					X
Hearing					X
Seeing					X
Work in confined spaces	X				
Exposed to extreme temperatures	X				
Operate tools or machinery (incl. office equip.)			X		
Operate motorized vehicles/equipment			X		
Work at heights balancing	X				
Use/exposed to hazardous substances	X				

April 2009

Carlos Carreon, LICSW, ACSW, BCD  
**Department Head**

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**Incumbent**

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**Date**