

PUBLIC HEALTH NURSE SUPERVISOR

NATURE OF WORK

Under general direction performs clinical, administrative and supervisory work in developing and implementing a comprehensive public health nursing program. The work is performed within the limitations of Arizona Revised Statutes, Arizona Department of Health Services Regulations, the State Board of Nursing and the policies and procedures of the Graham County Health Department.

TYPICAL DUTIES

Performs nursing services during scheduled office or field clinics; promotes and maintains the health of individuals, families, and communities through teaching, counseling, and applying appropriate preventive and rehabilitative measures and services; investigates communicable disease outbreaks, including the gathering of related data and submitting appropriate specimens for laboratory analysis; maintains client records, compiles data, and writes reports as required; assesses community health needs, evaluating agency programs in relation to those needs and assists in implementing appropriate programs; develops nursing program procedures and techniques; assists in developing policies; sets and maintains standards of nursing practices; plans and supervises nursing staff meetings and maintains a program of orientation and staff training; administers services for public health programs and contracts as assigned; may accomplish data entry for client records related to public health programs; provides nursing services to school systems, i.e., immunizations; participates in statewide, regional or community meetings to keep abreast of trends in public health nursing, as well as to promote the role of the Graham County Health Dept. and of Public Health in general; trains with and assists with the Public Health Emergency Response Team as assigned; performs other duties as assigned.

REQUIRED KNOWLEDGE AND SKILLS

Comprehensive knowledge of nursing practices; comprehensive knowledge of the principles and practices of public health nursing; ability to establish and maintain effective working relationships with other staff members, representatives of other agencies, and the general public; ability to give skilled nursing care to patients; ability to communicate effectively, both orally and in writing; ability to operate modern office equipment, including computers and related software; ability to make independent decisions; ability to assess nursing needs and to develop and carry out nursing care plans; ability to train and supervise employees.

MINIMUM QUALIFICATIONS

Possession of and the ability to maintain a current license in good standing as a Registered Professional Nurse in the State of Arizona; must have at least two years of applicable nursing experience, preferably including supervision and/or public health activities; possession of a valid Arizona driver's license, with a history of safe driving and the ability to maintain a safe driving record.

REVISED 07/06