

PUBLIC HEALTH NURSING SUPERVISOR

GENERAL STATEMENT OF DUTIES: Performs professional duties involving the planning, coordination, development and implementation of personal and community health programs under the direction of a Division Director; assists in the monitoring and evaluation of program activities; supervises and trains subordinate employees; performs related duties as required.

STATEMENT OF TASKS:

Supervises nursing and other assigned staff in delivery of personal and community services;
Plans for area and program needs and communicates same to Division Director;
Compiles and interprets statistics on personal and/or community health needs of the community, in relation to programs supervised or directed;
Keeps abreast of state laws, local ordinances, County procedures and policies, contracts, department policies and procedures as they relate to personal and/or community health activities;
Monitors and evaluates status of all programs and prepares necessary reports;
Participates in the preparation of program budgets and review of expenditure reports;
Makes presentations and meets with outside groups and organizations regarding program and public health concerns;
Prepares newspaper articles and other information for dissemination to the public;
Provides input into program goals, projected outputs, and is responsible for supervising staff to meet these goals;
Provides nursing input into policies and procedures and public health programs.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the principles of public health nursing;
Thorough knowledge of the principles and practices of planning, development, implementation and monitoring of public health programs;
Thorough knowledge of the State and local law, rules and regulations relating to assigned program(s);
Ability to plan, implement and evaluate programs;
Ability to communicate effectively in oral and written form;
Ability to supervise and train subordinate employees;
Ability to direct and coordinate the activities of others;
Ability to work with officials of other agencies, employees and the general public;
Ability to attend work regularly and work under stressful situations.
Public Health Nursing Supervisor

MINIMUM QUALIFICATIONS:

Bachelor's of Science degree in Nursing and three (3) years of responsible experience in nursing activities;

OR

Bachelor's of Science degree in Nursing and a Master's degree in public health, nursing, health administration, human services or public administration and two (2) years of responsible experience in nursing activities.

ADDITIONAL REQUIREMENTS:

Must be registered as a nurse in the State of Michigan or possess a temporary permit pending final registration.

Must have a valid driver's license and the use of a vehicle during working hours.


Human Resources Director

Established: May 1, 1970
Revised: January 12, 1983
Revised: January 27, 1993
Revised: March 4, 1999
Revised: October 26, 2020