

## DIRECTOR OF NURSING SERVICES

### GENERAL STATEMENT OF DUTIES:

Works under the general direction of the Health Officer. Participates in general policy making and program development with other service and program directors, and in accordance with the established policy: plan, develop, organize, administer, evaluate and correlate nursing services in all parts of the health department programs in conformance with the goals and objectives of the department, the regulations and standards of state and federal agencies and third party funding sources. Directs the nursing services, the professional nursing and support staff who provide clinic and educational services to clients within the County. Responsible for the administrative functions of the division including the development and administration of a number of program budgets.

### STATEMENT OF TASKS:

- Participates in the development of policy, formulation of programs, and plans for their implementation and evaluation;
- Determines the type and amount of nursing services required for all programs;
- Prepares and justifies recommendations for the budget for nursing services;
- Identifies unmet needs and participates with other community agencies in determining appropriate strategies of meeting them;
- Develops and implements plans for the recruitment and professional guidance of nurses employed by the Health Department;
- Collaborates with universities in developing suitable practice areas for public health experience for students.

The class specification 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.

### ESSENTIAL FUNCTIONS:

- As manager of a large staff of nursing and support personnel, performs and oversees the personnel management functions of employment interviewing and selection, training, job assignments, scheduling, reviewing and evaluating performance, and addressing employee relations issues.
- Ensures the development and provision of departmental educational programs (orientation and staff development) that is consistent with agency operational needs.
- Supervises staff directly or through subordinate supervisors to assure a high quality of professional service, maintain health standards, and monitor performance in relation to goals and objectives. Works with supervisors to assure adequate professional development and in-service training for all staff. Ensures staff are properly licensed, registered or certified to perform their designated job assignments. Oversees and participates in the continuing in-service education activities.
- Works with the Health Officer to identify the need for new programs to serve the population and plans program content, staffing needs, budget, range of services to be provided, and the goals and objective of such services.
- Plans, directs and supervises the provision of public health services in accordance with accreditation standards in such areas as family planning, immunizations, communicable disease control, sexually transmitted diseases, maternal and child health, and women's health. Assesses home health care

needs and resources, and develops program plans accordingly. Contacts other health and social agencies to achieve continuity of client care and promotion of home care.

- Prepares the preliminary division budget for multiple programs and monitors a large number of budgets for conformity to expenditure checkpoints. Reviews, and approves for payment the invoices for division expenditures, time sheets, and travel vouchers.
- Directs the evaluation and maintenance of proper documentation for services rendered, as required by state and federal agencies and third party funding sources. Reviews activity reports and health records prepared by nursing staff for accuracy and completeness and assesses the quality of services provided. Supervises the preparation of evaluation and activity reports and clinical documentation prepared by staff
- Ensures the development and implementation of policies and protocols for all nursing programs. Enforces compliance with program agency policies. Ensures compliance with requirements of Medicare, Medicaid, private insurers, managed care companies, accrediting bodies, and department policies.
- Conducts trend/statistical analysis of client data in developing new or revised program content. Summarizes activity for management review, prepares funding proposals, and ensures compliance to funding terms and conditions.
- Seeks out available grants, compiles data, and prepares grant applications to support new programs to maximize resources to meet the public health needs of the County.
- Serves as liaison with various local, state and federal agencies concerning public health nursing and public health-related matters. Regularly confers with other public health representatives to resolve problems of mutual concerns and eliminate any duplication of efforts.
- Represents the department to the public, speaking to community groups, explaining health concern matter, and encouraging support for programs.
- Attends Board of Health meetings upon request. Prepares reports and requests to be presented to the Board and serves as a resource on public health issues. Serves as a member of the Home Health Advisory Board.
- Reviews current literature and attends conferences and seminars to maintain knowledge of new practices and methods in the public health nursing field as well as nursing standards and regulations.
- Ensures that clinical documentation regarding clients is kept secure and confidential and maintained consistent with Health Department policies and procedures.
- Endorses the mission, philosophy, and purpose of the department and programs.

#### REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

- Thorough knowledge of public health nursing, public health programs and public health sciences, particularly epidemiology, biostatistics and public health administration;
- Comprehensive knowledge of community organization;
- Working knowledge of research methods;
- Working knowledge and appreciation of the contribution of the multi-disciplinary group in public health;
- Ability to exercise leadership;

- Ability to recognize the needs and concerns of people and to maintain constructive relationships in dealing with them;
- Ability to communicate effectively.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Nursing and a Master's Degree in Public Health, Nursing, Health Administration, Health Education, Human Services or Public Administration and five (5) years of comprehensive public health nursing experience, two (2) year of which must be in a public health nursing supervisory capacity. Master's Degree in Administration or Health Care is preferred.

SPECIAL 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 a vehicle for use on County business.
- Ability to effectively operate various computer programs and software including but not limited to standard Word processing programs, spreadsheets, and electronic medical record systems.
- Ability to enter and access information using a computer
- Ability to travel throughout the County to various locations

Working Conditions: Works in office conditions and travels to other locations to attend meetings and conferences.



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Human Resources Director

Established: June 20, 2013