



County Health Nurse Supervisor

Toole County is an equal opportunity employer. The County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.

Job Title: County Health Nurse Supervisor **FLSA Status:** Non-Exempt Exempt

Department: County Health Department **Reports to:** Commissioners

Work Unit Overview: The county Health Department protects and promotes the health of county citizens and the environment through the efforts of dedicated and skilled employees and application of sound public health principle. The department's role is to identify community health problems; diagnose and investigate health problems and health hazards in the community; and enforce laws and regulations that protect health and ensure safety. The mission of the department is to prevent disease and illness and promote healthy choices and deliver quality health care.

Job Summary: Direct and coordinate all public health related duties, including the promotion and maintenance of good health, flu shot clinics and funded grant programs; assess and recommend to the Commission the health needs of the county, including identification of "at risk" individuals and groups. Investigate outbreaks of diseases and plan appropriate educational and preventive measures, make home visits, and plan and implement education programs with the public, schools and senior programs. Gather information for, prepare, maintain and make such reports to State, Federal, local agencies and Commission.

Essential Functions (Major Duties or Responsibilities): *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Plan and administer health service and community outreach programs within assigned area, to include establishing priorities, goals and objectives; monitoring and evaluating the effectiveness, and efficiency of programs; and developing and implementing plans to improve services designed to prevent disease and illness, promote healthy choices and deliver quality health care.
- Coordinate designated public health staff, including training, overseeing work, and establishing and evaluating appropriate performance standards in accordance with Health Department and County objectives.

- Supervise and participate in analytical studies of organization, budgetary and administrative problems, and recommend improvement in methods and procedures to maximize efficiency and quality of County health programs and services.
- Evaluate health service programs and services for compliance with existing federal, state and local laws, rules, regulations, and standards. Analyze other states' public health programs and national health care standards and guidelines to determine appropriate strategies, tools and systems to employ and to evaluate quality and performance of programs in the interest of continuous improvement.
- Supervise and participate in the preparation of program(s) budget(s) by reviewing and analyzing service levels, revenue projections, operating costs and projected improvements for conformity with the overall departmental program. Monitor revenues and expenditures in assigned areas to assure sound fiscal control and prepare annual budget requests. Ensure effective and efficient use of budgeted funds, personnel, facilities, and time.
- Participate in and/or report to a variety of meetings, committees, professional associations, Boards, and/or other related groups. Coordinate ongoing program cooperators, managers, and staff of Environmental and Health departments, and others to ensure effective exchange of information, promote resource sharing, and avoid redundancies in program delivery.
- May manage and oversee qualified staffing for operations in compliance with employment regulations and law. This includes management, training and overseeing staff.
- Monitor contracts for compliance with financial and performance standards. Assist with researching, writing, and coordination grants, including monitoring grant expenditures and preparing grant reports.
- Perform public speaking by discussing and explaining department plans and programs at public and community meetings, legislative and administrative hearings, and appropriate forums. Receive community input and review, evaluate, modify, and propose programs to meet community needs.
- Plan community wide education and information programs and participate in advisory boards to promote public health goals and empower county citizens to make healthy choices. Coordinate outreach, training, and related functions to support ongoing operations, develop and disseminate outreach materials, and respond to programmatic inquiries and informational requests.
- Coordinate the various programs and services related to prevention services to prevent disease and injury in the community. Respond to public health emergencies, investigate disease outbreaks, and provide quality health information. Services and information include but are not limited to Immunizations, Communicable Disease and STDs, Emergency Preparedness, Cancer Control (including Tobacco and Breast and Cervical Health), and HIV Prevention and Case Management, Health Promotion and Wellness.

- May coordinate the various programs and services related to Environmental Health Services which focuses on providing a healthy environment for county residents through education, monitoring, and enforcing state laws and regulations in several programs.
- Prepare staff and program for mandated evaluations and accreditation reviews to ensure appropriate levels of preparedness and develop corrective action plans in areas found to be in non-compliance.
- Monitor and maintain appropriate levels of resources, supplies, and materials in support of unit operations and activities.
- Evaluate potential client eligibility for participation in applicable health program(s) and make determinations on program acceptance including performing client assessments to determine specialized needs. Monitor program caseload and client participation to ensure program maintains fiscal soundness; make adjustments as appropriate based on caseload and participation analysis results.

Non-Essential Functions:

- Answer complex inquiries and complaints within area of expertise from the public, community groups, private and public agencies, and others to promote program objectives and provide transparency in operations.
- Work with Commissioners, Disaster Emergency Coordinator (DES) Coordinator, the Sheriff and other county staff to oversee response during disaster or emergency situations and ensures that applicable health and safety procedures are followed including the Montana Safety Culture Act.
- Administer various departmental programs for training purposes with the oversight of the County Commissioners.
- Perform the duties outlined in the Department’s Disaster Manual in the event of a disaster or public health emergency.
- Perform other duties as assigned including but not limited to managing special projects, attending meetings and conferences, providing backup for other staff, participating in on-going training, etc.

Physical Demands and Working Conditions: *The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.*

- Employee must bend, stoop, and kneel.
- May be required to lift up to 30 pounds.
- Work is conducted in an office and in many varied settings while inspecting during all types of weather conditions.
- Position occasionally works in an outdoor environment with exposure to weather-related heat and cold, rain, wind, and related elements.
- May risk exposure to various hazards and hazardous materials.

- Requires travel throughout the County.
- Duties may require exposure to hostile, emotionally disturbed or mentally ill persons and/or confrontational interpersonal situation; may work in dangerous areas of the community; and may work non-routine hours.
- May involve exposure to unstable home environments with require tactful diplomacy and pathogens which requires knowledge of basic infection control and safety procedures.
- May involve travel by auto to attend meetings with community partners.

Supervision Exercised:

This position may supervise other county staff of professional, technical, and clerical personnel working in the department.

Knowledge, Skills, and Abilities: add to below

The job requires knowledge of physical, biological and behavioral sciences; the principles and practice of Public Health Nursing; assessment, diagnosis, planning, intervention and evaluation practices; and medical and patient care practices. Requires knowledge of nutritional principles and practices; educational and learning theories; and public health funding sources; health psychology theories; community assessments; and program implementation and evaluation.

The job requires excellent verbal and written communication skills; analytical skills necessary to prepare nursing care plans, coordinate and implement effective nursing care; and to develop solutions to problems concerning a patient's mental or physical well-being. Requires skills in public relations, organizing and prioritizing work; and in developing approaches to sensitive issues that have significant impacts on patients, stakeholders, and Health Department programs.

The job requires the ability to exercise independent professional judgment, to delegate work to others, evaluate services, to project a positive image of the Health Department, and to work effectively in treating patients that range from infants to the elderly.

Education and Experience:

The job requires an Associate's Degree in Nursing and two (2) years nursing experience. A Bachelor's Degree in Nursing with supervisory experience preferred.

The job also requires possession of a current license to practice as a Registered Nurse in the State of Montana and possession of a valid Montana driver's license.