

Health Nurse/Administrator

Lincoln County

Health Department

POSITION SUMMARY

Under the administrative supervision of the Board of County Commissioners, the Health Nurse/Administrator is an exempt position under FLSA and is responsible for providing overall direction, supervision and management of the agency. This position is responsible for planning, organizing, and directing the community health-nursing program, coordinating and networking with other organizations and services, developing and interpreting policies and procedures and maintaining acceptable standards. This employee also performs direct nursing service in clinics and satellite clinics with duties that include immunizations, estrogen injections, WIC services and child and adult health services. In addition to administrative functions this employee will perform all duties of the county health nurse and serves as the Public Health Emergency Preparedness Coordinator. Although work is performed according to federal and state guidelines, this employee must exercise considerable independent judgment when carrying out the responsibilities of this position. This employee has access to protected health information and must maintain the confidentiality of this information. This employee should possess excellent organizational, communication, and public relation skills.

ESSENTIAL FUNCTIONS

- Responsible for establishing and administering the programs and services of the agency;
- Responsible for tracking statistical information for the department;
- Responsible for monthly, quarterly and annual financial records and completes required reporting for grant programs;
- Responsible for developing on-going strategic planning procedures to collect data and information regarding the health needs of the community and to propose solutions with adaptation of services or new programs to meet the defined needs;
- Responsible for applying for and maintaining all grant programs;
- Performs duties of Public Health Officer as defined by Kansas State Statute;
- Provides direct public health nursing services through teaching, researching, counseling, and clinic services;
- Responsible for interviewing, hiring, orientation, training, supervising, evaluating, and termination of employees;
- Supervises nursing and clerical staff to ensure quality of services;
- Responsible for the procurement and maintenance of materials, supplies, and equipment;
- Oversees and evaluates all contracts for services;
- Responsible for keeping informed of current changes and trends affecting nursing care and nursing functions;
- Performs liaison duties with members of the federal, state and local governments, representatives of private business, and the general public;
- Initiates and participates in community programs to provide health promotion and education information and services;
- Responsible for identifying, reporting and assisting in the control of outbreaks of infectious and communicable diseases.

MARGINAL FUNCTIONS

- Attends and participates in training and educational sessions for department employees;
- Provides childhood immunization, health screening and other services to the community;
- Serves as WIC Coordinator;
- Provides follow-up to citizen's inquiries in a timely manner;
- Promotes and supports breastfeeding families;
- Prepares the agency's annual budget;
- Provides the Board of Commissioners with monthly update on department activities, including any changes in state regulations;
- Facilitates annual meeting of the Board of Health;
- Performs other duties as deemed necessary or assigned.

Health Nurse/Administrator Position Requirements

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EXPERIENCE: Three years of similar or related experience is required. Employee is expected to have acquired the necessary information and skills to perform the job in a reasonable manner within 6 months of employment.

EDUCATION: Must be a graduate of an accredited Nursing School with three years experience in professional nursing and knowledge of public health nursing. A Bachelor's degree in Nursing or Management Administration is preferred but not required. This employee must have a current license to practice as a Registered Nurse in the State of Kansas, certification in CPR, and a valid Kansas Driver's License.

TECHNICAL SKILLS: A thorough knowledge of the principals of basic nursing and skill in application of these principals in the home, school, clinic and office setting is required. This employee must have knowledge, understanding and skill of Public Health Nursing theory and practice. This employee should have knowledge of budget and grant preparation and management. The ability to make independent judgments in relation to the application of nursing care of people is required. This employee must have the ability to plan, organize and utilize teaching principals in working with families, clients, schools and other community organizations. This employee must possess excellent supervisory, managerial, organizational, public relations and oral and written communication skills and have the ability to effectively direct employees. This employee should have excellent computer skills. This employee will have access to protected health information and must have the ability to maintain confidentiality.

PROBLEM SOLVING: Independent problem solving is a major factor in this position. This employee encounters problems with clients, personnel issues, fluctuating workloads and budget constraints.

DECISION MAKING: Independent decision making is a major factor in this position. This employee makes decisions resolving personnel issues, client concerns, assigning daily work assignments, and performing daily duties in the most efficient manner.

SUPERVISION: This employee works under the supervision of the Board of County Commissioners. This employee exercises constant supervision over subordinate personnel.

FINANCIAL ACCOUNTABILITY: This employee is responsible for county equipment and resources. This employee prepares the annual departmental budget and is responsible for maintaining federal and state grant programs.

PERSONAL RELATIONS: Daily contact with the general public, subordinate personnel, co-workers, other department and supervisory personnel are expected. Professionalism is expected in all encounters.

WORKING CONDITIONS: Some adverse working conditions exist within this position. Exposure to clients of all ages, blood borne pathogens, and communicable disease is expected.

PHYSICAL REQUIREMENTS: Manual labor including lifting and carrying light to moderately heavy objects, excessive walking, and bending is required in this position.

ATTENDANCE: Employees must be at their job performing essential duties on a regular and continuing basis with no excessive absences.