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| Position Title: | Director of Public Health Nursing | | | Position #: | 6111/6551 |
| Agency Unit: | Division of Nursing | | Reports to: | Administrator and/or Health Commissioner | |
| Employment Status: | Full Time | Pay Grade: | \$25.00 - \$40.00 per hour | FLSA Status: | Exempt |

Position Summary: Full responsibility for planning, implementing, managing, evaluating, and reporting for ongoing and new projects in the Division of Nursing. The Director promotes and supports population health in Crawford County by providing senior management, leadership and public health expertise. Provides technical assistance and information to individuals, families and groups regarding public health issues.

Essential Duties: The Public Health Nurse provides public health nursing services to individuals, families, and population groups. Nursing actions are directed toward the goals of prevention, assessment, risk reduction, and health status improvement for individuals, families and communities. The Director of Nursing develops, plans, coordinates and administers public health nursing operations as division director, develops standards of quality assurance and division policies and procedures, arranges contract services and monitors contractor activities, assists Health Commissioner in preparation of budget and statistical reports, reviews financial status of division and acts as liaison with fiscal representatives to ensure proper status of accounts and compliance with state and federal laws and regulations, develops orientation and continuing education programs for staff, compiles information and applies for alternative funding sources, maintains lists of clients and payment sources, coordinates and monitors multi-program activities.

Supervises division staff composed of public health nurses, nursing division secretary, nursing students, nursing volunteers and other nursing support personnel. Assigns staff to programs and schedules activities of nursing staff. Evaluates work performance and recommends or initiates promotions or disciplinary actions, interviews applicants for vacancies and recommends selection, coordinates/provides training and orientation of new employees to programs/policies/procedures and work activities, approves/disapproves leave requests of employees, develops new and revises existing policies and procedures for division, assists nurses in resolving problems and answers questions from staff.

Represents agency in community and/or school health programs, speaks before groups and presents informative data to local governmental planning groups, attends community, professional and/or board meetings as agency representative, provides technical and administrative assistance to the Administrator and/or Health Commissioner concerning public health nursing programs.

**Minimum
Qualifications:**

Must meet the eligibility and licensure requirements for a Registered Nurse as specified in OAC 4723-7-01 with five (5) years of supervisory experience. Must meet the continuing education requirements for a Registered Nurse as specified in OAC 4723-14-03. Must hold a valid Ohio Driver's License, have use of a reliable, safe vehicle for work use and maintain current automotive insurance coverage.

**Key Competencies:
Analytical/
Assessment Skills:**

- Critiques methods and instruments for collecting valid and reliable quantitative and qualitative data
- Adheres to, employs and ensures ethical principles in the collection, maintenance, use, application and dissemination of data and information
- Integrates the findings from quantitative and qualitative data into organizational operations
- Knowledge of the core functions and essential services of public health, public health principles and disease process.
- Knowledge of current public health nursing principles and processes.
- Knowledge of anatomy, physiology, pathophysiology, epidemiology, physical assessment and basic pharmacology.
- Knowledge of human systems (wellness, illness, growth and development, basic nutrition, human behavior, psychosocial development, family and community systems).
- Knowledge of prescribed treatments and medical interventions; ability to effectively monitor and document the patient's treatment progress and response; ability to refer to appropriate providers as indicated.
- Knowledge of health care technology, equipment, supplies and materials needed for medical treatment.
- Knowledge of chart documentation requirements, medical record forms, State and Federal laws that govern release of health care information, patient consent.
- Knowledge of population-based health status indicators, determinants of health and illness, factors contributing to health promotion and disease prevention, and factors influencing the use of health services.
- Knowledge of relevant OSHA standards.
- Knowledge of health care systems structure and function; ability to make appropriate client referrals based upon patient need, program guidelines and community resources.
- Knowledge of current epidemiological data analysis and surveillance methods used in the management of communicable and infectious disease.
- Knowledge of Ohio State law relating to professional nursing practice.
- Knowledge of current recommendations for vaccination of infants, children and adults.
- Demonstrates knowledge of administration of immunizations to infants, children and adults.
- Knowledge of general office principles and practices.
- Knowledge of software applications relative to the position assignment.
- Knowledge of basic accounting and mathematics.
- Knowledge of proper English grammar, usage and spelling.
- Ability to keep accurate reports and records.
- Demonstrates effective written and oral communications, including conveying technical information to non-technical community members.

- Knowledge of conflict resolution techniques and its applications.
- Demonstrates ability to work independently and in teams.
- Possesses organizational skills.
- Customer service skills – in person and via telephone (discretion, patience, etiquette, professionalism).

**Policy Development
Program Planning
Skills:**

- Implements plans and programs consistent with policies
- Implements organizational and system-wide strategies for continuous quality improvement
- Integrates emerging trends of the fiscal, social and political environment into public health strategic planning

**Communication
Skills:**

- Communicates in writing and orally, in person, and through electronic means, with linguistic and cultural proficiency
- Applies communication and group dynamic strategies in interactions with individuals and groups
- Ensures that the public health organization seeks input from other organizations and individuals
- Ensures a variety of approaches are considered and used to disseminate public health information
- Interprets demographic, statistical, programmatic, and scientific information for use by professional and lay audiences

**Cultural
Competency Skills:**

- Ensures that there are strategies for interacting with persons from diverse backgrounds
- Ensures the consideration of the role of cultural, social, and behavioral factors in the accessibility, availability, acceptability and delivery of public health services

**Community
Dimensions of
Practice Skills:**

- Uses group processes to advance community involvement.
- Establishes linkages with key stakeholders.
- Maintains partnerships with key stakeholders.
- Negotiates for the use of community assets and resources through MOUs and other formal and informal agreements.
- Evaluates the effectiveness of community engagement strategies on public health policies, programs, and resources.

**Public Health
Sciences Skills:**

- Applies the basic public health sciences (including, but not limited to biostatistics, epidemiology, environmental health sciences, health services administration, and social and behavioral health sciences) to public health policies and programs.
- Performs comprehensive individual and family assessments which include health history, physical assessment, growth monitoring, developmental assessment, psycho-social assessment, assessment of family functioning, assessment for substance abuse or domestic violence issues, and assessment of basic needs including food, housing, income, resources and supports, and access to health care. Evaluates outcomes, effectiveness of plan, and makes changes as necessary.

- Uses public health surveillance/disease investigation methods in community outreach, screening, and case finding of communicable and infectious diseases that threaten the health of the community.
- Evaluates outcomes of public health nursing interventions; works with others (clients and other professionals) to make changes as necessary.
- Collaborates in the development of and contributes to individual, team and departmental quality improvement, performance management and evaluation activities.
- Integrates a review of the scientific evidence related to a public health issue, concern, or, intervention into the practice of public health.
- Establishes partnerships with academic and other organizations to expand the public health science base and disseminate research findings.
- Incorporates the Core Public Health Functions and Ten Essential Services of Public Health into the practice of the public health sciences.
- Participates in response teams to prevent, minimize, and contain adverse health events and conditions resulting from communicable diseases; food-, water-, and vector-borne outbreaks; chronic diseases; environmental hazards; injuries; and health disparities.
- Due to the need for all Health Department personnel to respond to public health emergencies, the employee must be assessed for his/her ability to meet the physical demands of performing the following activities:
 - Must be able to be fitted and wear NIOSH 95 mask.
 - Engage in the following movements: Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, feeling and writing and repetitive motions.
 - Exert up to 30 pounds of force occasionally, and/or a negligible amount of force constantly to move objects.
 - Hearing ability sufficient enough to communicate with others effectively in person and over the phone.
 - Visual ability must be sufficient enough to read typewritten documents, computer screen and drive a car.

**Financial Planning
and Management
Skills:**

- Collaborates in activities such as time studies that contribute to the development of budgets and the efficient use of resources.
- Applies basic human relations skills to internal collaborations, motivation of colleagues, and resolution of conflicts.
- Manages partnerships with agencies within the federal, state, and local levels of government that have authority over public health situations or with specific issues, such as emergency events.
- Evaluates program performance.
- Uses evaluation results to improve performance.
- Ensures that programs are managed within current & forecasted budget constraints.

**Leadership and
Systems Thinking
Skills:**

- Incorporates ethical standards of practice as the basis of all interactions with organizations, communities, and individuals
- Integrates systems thinking into public health practice
- Advocates for individual, team and organizational learning opportunities within the

organization

- Promotes mentoring, peer advising, coaching or other personal development opportunities for the public health workforce, including him or herself

Work Environment:

- General office setting in health department facilities, as well as community sites including clients' homes and workplaces.
- Work performed in the community is sometimes subject to conditions that range from inclement weather to dangerous conditions such as snow/ice, cold, heat, noise, wetness/humidity, sudden temperature changes, and poor illumination at the job site or due to travel on the job. Travel to and from field locations may subject worker to increased risk of driving hazards. Community locations may subject worker to communicable diseases, insects and other disease vectors, toxins, hazardous materials, chemicals and animals.
- In all settings, employees in this classification may occasionally need to relate to members of the public who exhibit challenging, atypical or hostile behaviors and/or communication.

Physical Demands:

- The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the position. While performing the duties of this position it is regularly required to sit and write, to operate a computer and printer, fax machine, photocopier, calculator and use telephone communication devices. The employee must be able to sit and drive a car to transport him/herself to meetings or other offices. Must be able to walk around the office, up and down stairs, and be able to do light lifting.

Confidentiality:

- CCPH employees may have access to or be required, as part of the duties of this job, to view, use, and/or be aware of certain protected health information or other facts about individuals that are of a highly personal and confidential nature. Employees must follow and adhere to all HIPAA and CCPH confidentiality and privacy policies and practices. Employees may also be required to follow additional confidentiality policies or practices required by certain programs or business units.

Safety:

- CCPH promotes a safe work environment. Employees must follow all safety policies and procedures to ensure an accident-free workplace.

Mental Demands:

- Must be able to assume a wide range of responsibilities, to work with staff who vary in their work styles, and to work under pressure. Willingness to work irregular/extra hours, evenings, weekends, and travel in or out of state as necessary. Provide timely response to requests and deadlines. Receive, process, and provide visual, verbal, and written information.

Job Performance Evaluation:

- The employee will be evaluated at least annually, but more often if performance warrants it.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be interpreted as an exhaustive list of all responsibilities, duties, and skills required of personnel assigned to this position.

This position description has been reviewed with me.

Employee:

| Name | Title | Date |
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Supervisor:

| Name | Title | Date |
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