DISTRICT HEALTH DEPARTMENT NO. 4

PERSONAL HEALTH NURSING DIRECTOR

NATURE OF WORK

This is the supervisory classification for the public health nurse who serves as supervisor over a nursing unit as well as carries administrative responsibilities for the nursing programs of the Agency. While general policies are developed in consultation with and under the general supervision of the health officer and/or public health administrator, this nurse must use independent judgement and initiative widely in directing nursing division programs and supervising nursing staff members, including specified paraprofessionals. Supervision of nursing practice is necessary to ensure adherence to Agency standards and policies as well as to ensure the provision of high quality nursing service. A nurse at this level must exercise extensive skill in planning for and directing the nursing program, in working with Agency administration in other divisions of the department and with the public.

EXAMPLES OF WORK

Plans, develops and administers the nursing programs of the Agency. Plans and makes staff assignments to carry out these programs, keeping in mind limitations and training needs of staff members, caseload requirements and Agency policies for service.

Provides emergency response services.

Coordinates nursing program activities with other activities of the Agency and other related agencies.

Supervises entire personal health nursing division including certain specified paraprofessional, i.e., community health assistant, family planning worker.

Assists staff with work scheduling and completion of assignments.

Develops and implements plans for recruitment and professional development of nurses and other employees in the personal health nursing division. Also promotes and makes provision for inservice training programs to improve staff performance.

Interviews applicants for positions in the personal health nursing division; with public health administrator and/or health officer, selects appropriate person for the position.

Works cooperatively with public health administrator and other personnel to prepare and justify Agency budget.

Develops and implements methods and tools for evaluation of the department’s personal health nursing program. Recommends changes within the framework of the Agency’s personal health nursing policies as a result of this evaluation.

Evaluates the work performance of staff according to Agency policy.

Responsible for the preparation of statistical reports of personal health nursing services/activities as requested/required.

Promotes desirable community health action by interpretation of the personal health nursing programs to various civic and community groups.

Performs other duties as required by Director and/or Administrator.
KNOWLEDGE, SKILLS AND ABILITIES

Extensive knowledge of nursing theory and skills including public health nursing, basic epidemiology and use of statistics.

Thorough knowledge of scope of local and state public health laws and planning and the ability to secure compliance with established requirements.

Ability to plan, implement and evaluate public health nursing programs.

Thorough knowledge of the functions and activities of other health, welfare and educational agencies connected with the public health programs.

Thorough knowledge of supervisory and administrative practices.

Thorough understanding of data collection systems and ability to interpret and use data in planning and evaluating programs.

Ability to speak effectively to individuals and groups; considerable skill in preparation of written materials.

Ability to work effectively with other officials, employees and the general public in order to maintain good public relations.

A commitment to continue to learn skills and principles of public health necessary to carry out assigned functions and responsibilities. This learning is to occur through reading, experience, supervision, inservice and continuing education as it is available.

QUALIFICATION REQUIREMENTS

Graduation from a school of nursing approved by the State Board of Nursing.

Baccalaureate degree in nursing from program accredited by the National League for Nursing for public health nursing preparation.

Possession of a Master’s degree from a program accredited by the National Professional Nursing Organization of American Public Health Association is desirable.

Experience as a public health nurse, with at least one year as a public health nurse supervisor, preferred.

Possession of a current license to practice as a registered nurse in Michigan.

Possession of a current driver’s license and own means of transportation.

Acceptable personal traits.