



POSITION DESCRIPTION

1854

Position Title:	Public Health Nurse Supervisor	Department:	Community Services
Pay Level:	16	FLSA:	Exempt
Date:	April 2018	Reports To:	Community Services Director

PURPOSE OF POSITION:

The Public Health Nurse Supervisor leads the public health unit by supervising and evaluating assigned professional staff in delivering public health services to clients, families, and the community. This is expected to be a transitional role leading to eligibility for the Public Health Administrator role.

SCOPE OF JOB:

The Public Health Nurse Supervisor is responsible for nursing supervision, administering health program operations in a diverse community, public relations and fiscal responsibilities in the areas of public health, prevention, education, environmental health, infectious disease, and disaster preparedness.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Work is performed in accordance with applicable federal, state, and local laws and the accepted standards and practices of public administration and current service delivery standards providing public health and human services.

The Public Health Nurse Supervisor supervises and evaluates assigned staff.

- Assists on matters of hiring, transfer, suspension, layoff, recall, promotion, discharge, assignment and reward;
- Assists with employee concerns; gives work assignments and may counsel/discipline employees, under the direction of the department director;
- Ensures on-going employee training and development; ensures that employees obtain/renew appropriate certifications; ensures that staff members are obtaining appropriate continuing education; pursues own continuing education;
- Supervises activities of workers engaged in family and children's social services; trains staff in proper methods; informs staff about new or modified policies; reviews work to ensure consistency;
- Prepares and approves evaluations of assigned employees as scheduled.

Carries out specific duties associated with the position.

- Responsible for directing and supervising nurses, health educators, community health workers, public health specialist and other assigned staff in the six areas of Public Health responsibilities;
- Performs and delegates professional public health nursing services to individuals, families and groups and assigns and monitors public health workloads;
- Performs, delegates and monitors the required Community Health Assessment process including the development of the Community Health Improvement Plan, Strategic Plan, etc. as required;
- Promotes public health initiatives including but not limited to disease prevention and control, immunizations, etc. through public education and health promotion activities;
- Plans and develops the public health budget with the department director; monitors the budget to ensure expenditures do not exceed budgeted amounts and available revenues are captured;
- Reviews and interprets a variety of statutes, rules, regulations, and policies (federal/state/county) into operational policies and procedures for the public health unit;

- Receives, reviews and/or prepares various reports, documents, and forms, including, but not limited to: budgets, grant applications, work plans, annual reports, community health assessment, planning documents and other various public health related program reports;
- Utilizes professional ethics and maintains professional boundaries while providing compassionate health care; demonstrates ability to use available resources creatively, willing to be flexible and adjust to on-going changes in health care and cultures;
- Coordinates the public health unit with other units in the agency; arranges and attends meetings with community organizations, providers, and other agencies;
- Coordinates and evaluates the provision of public health services to the community.

Serves as a communication representative for the Nobles County Community Services department; creates effective public communication that promotes the goals of public health.

Performs work based on expected standards.

- Exercises teamwork with other county employees and management in carrying out the shared mission of serving the public;
- Follows workplace safety rules and notifies management of observed risks in a timely manner;
- Maintains the confidentiality of data that is protected by law.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

The job requires a bachelor's degree in nursing with current licensure as a Registered Nurse in Minnesota and eligibility to obtain or renew certification as a Public Health Nurse in the State of Minnesota with a minimum of four years of experience in nursing; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position. Previous supervisory and public health experience is preferred. The job requires a driver's license to work at a variety of locations and attend local and regional meetings and appointments.

KNOWLEDGE SKILLS AND ABILITIES REQUIRED:

- Requires ability to apply principals of public health to communities, families and individuals, including working with culturally diverse clients and non-English speaking clients with interpreters;
- Effective supervisory and leadership capabilities; demonstrates skills in leadership and caseload management;
- Knowledge and experience using Microsoft Office Suite and other specific county software;
- Skill to utilize mathematical formulas; add and subtract; multiply and divide totals; determine percentages; interpret graphs; and interpret same, as may be appropriate;
- Ability to resolve problems, make decisions and take independent and collaborative action; considerable judgment and creativity is required;
- Ability to manage workload assignments of direct staff and cooperate with third party partners to meet goals;
- Ability to efficiently utilize time and resources available to complete tasks and meet tight deadlines; ability to multitask between diverse duties;
- Aptitude to read a variety of professional, technical and administrative documentation, directions, regulations, instructions, methods and procedures;
- Skill to produce documentation with proper format, punctuation, spelling and grammar, using all parts of speech;
- Excellent interpersonal communication skills; ability to communicate effectively both orally and in writing in difficult situations with public, providers, customers, elected/public officials, and advisory groups; demonstrate tact, courtesy, negotiation and a positive approach in communication with other departments, associations, public officials, and agencies;
- Ability to effectively communicate with general public, including non-English speaking clients, to convey or exchange professional and/or medical information;
- Ability to communicate with people to convey or exchange professional information, identify issues, negotiate and settle differences; ability to handle unpredictable situations in public dealings in a manner which represents Nobles County and the Community Services department in a positive fashion.

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS:

Physical demand requirements are at levels of those for sedentary or office environment work. The Public Health Nurse Supervisor must be physically able to operate a variety of automated office machines and maintenance equipment including, but not limited to: phone, computer, printer/copier/scanner, calculator, audio/visual equipment, facsimile machine, and paper shredder. The Public Health Nurse Supervisor must be able to move or carry job-related objects or materials and be physically capable of reaching to obtain various books, printouts, file boxes, computer paper, etc. There is intermittent exposure to driving in inclement weather.

Signature

Supervisor's Signature

Date

Date

Nobles County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.



**FULL-TIME EMPLOYEE
Public Health Nurse Supervisor – Community Services Department**

EVALUATION

1. Performance evaluation at 30 days.
2. Performance evaluation by the end of the probationary period.
3. Performance annually and pay evaluation prior to each step increase.

PAY STEPS (Level 16 Pay Range)

Beginning pay	\$66,271.09/Annual
After 12 more months	\$68,429.26/Annual
After 12 more months	\$70,587.43/Annual
After 12 more months	\$72,745.60/Annual
After 12 more months	\$74,881.97/Annual
After 12 more months	\$77,040.14/Annual
After 12 more months	\$79,198.31/Annual
After 12 more months	\$81,356.48/Annual
After 12 more months	\$83,514.65/Annual

All pay steps are subject to acceptable performance evaluations, review and certification by the County Administrator. All employees are paid every other Friday.

PROBATION

The probationary period is 6 months for full-time employees. A probationary period is established as a qualifying period during which the Agency and the employee evaluate each other to determine if they each have a continuing interest in employment. Note: The length of probation may be extended by mutual consent when there are unresolved performance issues.

ANNUAL LEAVE (A/L)

It is the policy of Nobles County to provide employees necessary paid time away from work. Maximum accrual at the end of a calendar year is 480 hours for a full-time employee. Annual Leave is accrued on a prorated basis (hours worked).

Years of Service	Accumulated rate	Maximum Annual Accrual
1st year of employment	4.924 Hours	128 Hours
2 - 5 years	6.154 Hours	160 Hours
6 - 10 years	7.385 Hours	192 Hours
11 - 15 years	8.616 Hours	224 Hours
16 - 20 years	9.847 Hours	256 Hours
21 or more years	11.077 Hours	288 Hours

HOLIDAYS

There are 10 paid holidays per year:

New Year's Day	Martin Luther King Day	President's Day
Memorial Day	Independence Day	Labor Day
Veteran's Day	Thanksgiving Day	Day after Thanksgiving
	Christmas Day	

PENSION

Public Employee’s Retirement Association:

6.50% of the employee’s gross income; 7.50% County Contribution

Social Security:

7.65% of the employee’s gross income; 7.65% County match

2019 INSURANCE – Full-Time Employees are required to take Health, Dental & Life Insurance

- < **Health insurance** The County offers a BCBS-VEBA high deductible plan of \$2600 individual/\$5200 family deductible with an individual savings plan funded by employer contributions; **or** the County offers 2 BCBS-HSA high deductible plans of \$3375 individual/\$6750 family deductible or \$6350 individual/\$12700 family deductible; **or** a HSA \$2700 individual/\$5400 family deductible WesternMN (Sanford) Plan. With the HSA individual savings plan, the employer and employee may both contribute to the annual maximum. The monthly contributions to the individual savings plan are \$200.00 for single coverage or Single+Spouse and \$315.50 for family or Single+Children coverage. The savings plan may be used to pay medical expenses, deductibles, co-pays, and co-insurance under the health plan. Balances in the individual health accounts are rolled over and/or invested from year to year while unused. All preventative services are covered at 100%, no deductible, with no dollar maximum. This is in addition to the coverage already provided for cancer screenings and well baby care. Prescription drugs will be paid at 100% after the deductible has been met.
- < **Dental Insurance** pays 50% of costs, less a \$25 deductible and a maximum annual benefit of \$500.
- < **Life insurance** is \$25,000, doubled for accidental death or dismemberment (available for the employee only). Additional life insurance is available.

2019 coverage cost based on 24 pay periods:

(Rates include dental and life insurance)

HEALTH INSURANCE	<u>Individual</u>	<u>Single + Spouse</u> <i>(Rates include individual)</i>	<u>Single + Children</u> <i>(Rates include individual)</i>	<u>Family</u> <i>(Rates include individual)</i>
\$2600/\$5200 VEBA Deductible	\$48.20	\$662.20	\$588.70	\$839.95
\$3375/\$6750 HSA Deductible	\$24.20	\$604.70	\$537.95	\$775.45
\$6350/\$12700 HSA Deductible	\$0.00	\$390.95	\$350.45	\$537.70
\$2700/\$5400 HSA Deductible–Western MN	\$0.00	\$506.70	\$452.20	\$666.45

- Notes:**
1. Nobles County offers a cafeteria plan to its employees. Full time benefit eligible employees receive \$1,000 per month, 4/5 time employees receive \$800 per month, and 3/5 time employees receive \$600 per month to spend on employee benefits. In order to receive the above amount, you must carry, at a minimum, individual health, dental, and life coverage
 2. Family Dental is available for \$19.92/mo.
 3. New employees are eligible for insurance on the 1st of the month following the month of employment.

OTHER BENEFITS:

- Voluntary Vision, Term Life, Long Term Disability group insurance plans
- Deferred compensation
- Section 125 – Flexible Spending Accounts

- (1) All benefits pay and other information presented is accurate on the day it was presented and does not constitute a promise of future benefits, establish a contract or create a commitment to do any particular thing.
- (2) Nobles County reserves the right to change policies, practices, or conditions expressed in this document without notice as the County deems appropriate. Nobles County management may vary from all written and unwritten policies and practices if, in its opinion, the circumstances require.