

LINN COUNTY CLASSIFICATION

TITLE: SUPERVISING NURSE

NUMBER: 740

APPROVAL ORDER NUMBER: 2021-386

PAY RANGE: 20

DATE: NOVEMBER 9, 2021

CATEGORY: MANAGEMENT/EXEMPT

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: This is a supervisory level Nurse classification. Employees in this classification perform a variety of community health nursing duties participating actively in program planning and representing community health nursing in planning groups concerned with nursing services and in-service education; provide highly skilled professional nursing in the designated area of specialty such as community health, clinic, etc. They oversee the day-to-day operation of clinical and field services.

SUPERVISION RECEIVED: Works under the supervision of the Program Manager or the Manager's designee. A person in this classification receives less clinical supervision and is expected to work in a highly independent manner. Work is reviewed and evaluated for effectiveness and adherence to established policies and objectives.

SUPERVISION EXERCISED: Supervision of employees and medical personnel that may include Nurse Practitioner, Health Services Nurse, Medical Assistant, Health Services Office Specialist classifications and others as may be assigned is a responsibility of positions in this classification. Assign responsibilities, provide direction, advice and consult on problems and interpretations of laws and regulations; participate in the selection of new personnel and assign duties, provide training, schedule leaves of absence, resolve grievances, evaluate performance and recommend personnel transactions.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Provides leadership and supervisory direction to a program area within the Health Services Department.
2. Provides administrative leadership, including managing the program budget and/or grants.
3. Coordinate and approve staff schedules, including approval/disapproval of staff leave requests and leave in support of daily operations including, but not limited to, physician nursing and related clinical staff to assure appropriate coverage for daily service delivery, meetings and trainings. Perform routinely scheduled supervision and performance evaluations. Assist in the preparation of reports required by Federal, State and County funding sources. Assist in program policy and procedure development and/or revision. Provide support to program leadership as directed or requested in alignment with services overseen or to be developed.
4. Works under the direction of the Program Manager and other medical team personnel to improve health integration efforts and develop/maintain effective community partnerships related to health services.

5. Represents the department and interacts with other teams, community groups, professional groups, coalitions, and the media as assigned to develop collaborative relationships and to provide outreach and referrals for programs and services.
6. Develop and maintain effective, harmonious and reasonable work relationships with others.
7. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification covers the most significant essential functions performed by an employee in this position but it does not include other occasional work which may be similar to, related to or a logical assignment of this position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Knowledge of the practice of public health and/or behavioral health nursing; thorough knowledge of agency policies and procedures; knowledge of and ability to utilize community health resources.

Ability to plan and evaluate assigned elements of health care programs, ability to function independently with minimum supervision; skill in identifying problems and in planning their solution; must demonstrate strong initiative and judgment in determining needs of community nursing services, greater productivity and fully developed leadership abilities. Must act with integrity and have the ability to maintain harmonious relationships with patients and staff.

Ability to learn and abide by the Oregon Revised Statutes, Oregon Administrative Rules, department policies and other regulations that apply to the program area to which assigned.

Ability to provide general and clinical supervision to professional and para-professional staff and ability to objectively evaluate staff performance. Ability to write program proposals and provide strong clinical and program leadership.

EXPERIENCE, EDUCATION AND TRAINING: Five years of current health nursing experience and graduation from an approved school of nursing with a Bachelor's Degree in nursing, Master's degree in nursing preferred; two years of current health supervisory experience; or, any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a license to practice as a Registered Nurse in the State of Oregon at the time of appointment. Possession of a valid motor vehicle operator's license and an acceptable driving record may be a condition of employment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in multiple offices or clinic settings. Work involves travel to various community agencies and schools through the County. Work involves a significant amount of locomotion, including operation of a motor vehicle and movement from the vehicle to the office, clinic, community agency or school. Requirements include the ability to see, talk and hear; sit, stand and walk; bend and stoop; use hands to handle or operate objects, tools or controls, including use of a computer keyboard; reach with hands and arms and lift or move thirty (30) pounds. Have sufficient visual acuity to read scales, measuring boards, obtain capillary blood samples and read HemoCue machine. Work may involve potential exposure to blood products, cleaning materials and loud noises.