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| **Position Title:** | Director of Nursing | | | | **Agency Division:** | Nursing |
| **Reports to** | Health Commissioner | | **Positions Supervised:** | | Public Health Nurses | |
| **Employment Status:** | Full time | **Pay Grade:** | | xx | **FLSA Status:** | Exempt |

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| **Position Summary:** | The Director of Nursing is responsible for planning, administering and supervising the public health nursing operations of the Galion City Health Department. |

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| **Essential Duties:** | * Directs and supervises nursing staff in community nursing programs in order to ensure compliance with the goals, objectives and policies of the Galion City Health Department * Responsible for covering the public health nursing duties should a nurse be absent * Assists in the preparation of the budget for the community health programs * Recommends and develops program goals, objectives, policies, procedure and protocols and advises staff on the interpretation and application of department policies and protocols * Assesses staffing utilization and needs. Makes recommendations, as necessary, to provide adequate coverage for the provision of services to improve quality and/or expand/develop a program * Communicates effectively both verbally and in writing * Communicates changes in protocol/policy to nursing staff * Participates in community activities on behalf of the Galion City Health Department * Collaborates with other agencies regarding promoting public health matters and nursing programs * Operates the computer for word processing, presentations, statistics, investigations, reporting and related activities, and operates office equipment to accomplish required tasks * Prepare reports and summaries for community nursing programs as required * Completes the performance evaluations of nursing staff * Approves employee leave requests * Participates in the hiring and promotion of nursing personnel * Implements disciplinary measures as appropriate * Coordinate and monitor professional development opportunities and needs of staff * Attends and participates in Board of Health and staff meetings * Public speaking to agency partners and/or the public * Purchases medical supplies and vaccine |

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| **Other Duties & Responsibilities** | * Other duties as assigned by the Health Commissioner * Maintains confidentiality, as required * Maintains credentials, as required * Proficiency in Microsoft Office Suite (and like programs) |

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| **Minimum Qualifications:** | * A valid nursing license issued by the Ohio Board of Nursing * A Bachelor of Science in Nursing degree * A valid State of Ohio motor vehicle operator’s license * A valid CPR card * Basic computer literacy (email, internet, MS Office Suite) |

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| **Key Competencies:** | The Core Competencies for Public Health Professionals from the Council on Linkages Between Academia and Public Health Practice are utilized by the Galion City Health Department to determine position specific competencies. Full text of competencies can be found at phf.org/corecompetencies.  *Public Health Tier*: 2-Program Management/Supervisory Level  ***Analytical/ Assessment Skills***  **1C1.** Describes factors affecting the health of a community (e.g., equity, income, education, environment)  **1C2.** Determines quantitative and qualitative data and information (e.g., vital statistics, electronic health records, transportation patterns, unemployment rates, community input, health equity impact assessments) needed for assessing the health of a community  **1C3.** Ensures ethical principles are applied in accessing, collecting, analyzing, using, maintaining, and disseminating data and information  **1C4**. Uses information technology in accessing, collecting, analyzing, using, maintaining, and disseminating data and information  **1C5**. Evaluates the validity and reliability of data  **1C8**. Ensures collection of valid and reliable quantitative and qualitative data  **1C10**. Integrates findings from quantitative and qualitative data into organizational plans and operations (e.g., strategic plan, quality improvement plan, professional development)  **1B11.** Identified assets and resources that can be used for improving the health of a community (e.g., public libraries, hospitals, faith based organizations, academic institutions, federal grants, fellowship programs)  **1B12.** Assesses community health status and factors influencing health in a community (e.g., quality, availability, accessibility, and use of health services; access to affordable housing)  **1B13.** Develops community health assessments using information about health status, factors influencing health, and assets and resources  **1C14**. Makes evidence-based decisions (e.g., determining research agendas, using recommendations from *The Guide to Community Preventive Services* in planning population health services)  **1C15**. Advocates for the use of evidence in decision making that affects the health of a community (e.g., helping elected officials understand community health needs, demonstrating the impact of programs)  ***Policy Development/ Program Planning Skills***  **2B1.** Ensures state/Tribal/community health improvement planning uses community health assessments and other information related to the health of a community (e.g., current data and trends; proposed federal, state, and local legislation; commitments from organization to take action)  **2B2.** Develops program goals and objectives  **2B3.** Contributes to development of organizational strategic plan (e.g., includes measurable objectives and targets; incorporates community health improvement plan, workforce development plan, quality improvement plan, and other plans)  **2B4.** Implements organizational strategic plan  **2B5.** Monitors current and projected trends (e.g., health, fiscal, social, political, environmental) representing the health of a community  **2B6.** Develops options for policies, programs, and services (e.g., secondhand smoking policies, data use policies, HR policies, immunization programs, food safety programs)  **2B7.** Examines the feasibility (e.g., fiscal, social, political, legal, geographic) and implications of policies, programs, and services  **2C8.** Selects policies, programs, and services for implementation.  **2B9.** Implements policies, programs, and services  **2C10**. Influences policies, programs, and services external to the organization that affect the health of the community (e.g., zoning, transportation routes)  **2C11**. Explains the importance of improving policies, programs, and services  **2B11.** Evaluates policies, programs, and services (e.g., outputs, outcomes, processes, procedures, return on investment)  **2C13**. Develops strategies for continuous quality improvement  **2B13.** Uses public health informatics in developing, implementing, evaluating, and improving policies, programs, and services (e.g., integrated data systems, electronic reporting, knowledge management systems, geographic information systems)  ***Communication Skills***  **3B1.** Assess the literacy of populations served (e.g., ability to obtain, interpret, and use health and other information; social media literacy)  **3C2**. Communicates in writing and orally with linguistic and cultural proficiency (e.g., using age-appropriate materials, incorporating images)  **3B3.** Solicits input from individuals and organizations (e.g., chambers of commerce, religious organizations, hospitals, government, community-based organizations, various populations served) for improving the health of a community  **3B4**. Selects approaches for disseminating public health data and information (e.g., social media, newspapers, newsletters, journals, town hall meetings, libraries, neighborhood gatherings)  **3C5**. Conveys data and information to professionals and the public using a variety of approaches (e.g., reports, presentations, email, letters, testimony, press interviews)  **3C7**. Facilitates communication among individuals, groups, and organizations  **3C8**. Communicates the roles of governmental public health, health care, and other partners in improving the health of a community  ***Cultural Competency Skills***  **4C1**. Describes the concept of diversity as it applies to individuals and populations (e.g., language, culture, values, socioeconomic status, geography, education, race, gender, age, ethnicity, sexual orientation, profession, religious affiliation, mental and physical abilities, historical experiences)  **4C2**. Describes the diversity of individuals and populations in a community  **4C3**. Recognizes the ways diversity influences policies, programs, services, and the health of a community  **4B4**. Supports diverse perspectives in developing, implementing, and evaluating policies, programs, and services that affect the health of a community  **4B5**. Ensures the diversity of individuals and populations being addressed in policies, programs, and services that affect the health of a community  **4C6**. Evaluates the effects of policies, programs, and services on different populations in a community  **4B7**. Describes the value of a diverse public health workforce  **4C8**. Advocates for a diverse public health workforce  ***Community Dimensions of Practice Skills***  **5B1.** Distinguishes the roles and responsibilities of governmental and non-governmental organizations in providing programs and services to improve the health of a community  **5B2.** Identifies relationships that are affecting health in a community (e.g., relationships among health departments, hospitals, community health centers, primary care providers, schools, community-based organizations, and other types of organizations)  **5C3**. Suggests relationships that may be needed to improve health in a community  **5C4**. Establishes relationships to improve health in a community (e.g., partnerships with organizations serving the same population, academic institutions, policy makers, customers/ clients, and others)  **5C5**. Maintains relationships that improve health in a community  **5B6.** Facilitates collaborations among partners to improve health in a community (e.g., coalition building)  **5C7**. Engages community members to improve health in a community (e.g., input in developing and implementing community health assessments and improvement plans, feedback about programs and services)  **5C8**. Uses community input for developing, implementing, evaluating, and improving policies, programs, and services  **5C9**. Negotiates for use of assets and resources (e.g., Boys & Girls Clubs, public libraries, hospitals, faith-based organizations, academic institutions, federal grants, fellowship programs) to improve health in a community  **5C10**. Defends policies, programs, and resources that improve health in a community (e.g., using evidence to demonstrate the need for a program, communicating the impact of a program)  ***Public Health Sciences Skills***  **6B2**. Describes prominent events in the history of public health (e.g., smallpox eradication, development of vaccinations, infectious disease control, safe drinking water, emphasis on hygiene and hand washing, access to health care for people with disabilities)  **6B3**. Applies public health sciences (e.g., biostatistics, epidemiology, environmental health sciences, health services administration, social and behavioral sciences, and public health informatics) are applied in the delivery of the 10 Essential Public Health Services  **6C4**. Applies public health sciences in the administration and management of the organization  **6B7**. Uses evidence in developing, implementing, evaluating, and improving policies, programs, and services  **6C8**. Identifies the laws, regulations, policies, and procedures for the ethical conduct of research (e.g., patient confidentiality, protection of human subjects, Americans with Disabilities Act)  **6C10**. Maintains partnerships that increase use of evidence in public health practice (e.g., between practice and academic organizations, with health sciences libraries)  ***Financial Planning and Management Skills***  **7B1**. Explains the structures, functions, and authorizations of governmental public health programs and organizations  **7B2**. Identifies governmental agencies with authority to address specific community health needs (e.g., lead in housing, water fluoridation, bike lanes, emergency preparedness)  **7B3**. Implements policies and procedures of the governing body or administrative unit that oversees the organization (e.g., board of health)  **7B4**. Explains public health and health care funding mechanisms and procedures (e.g., categorical grants, fees, third-party reimbursement, tobacco taxes, value-based purchasing, budget approval process) for supporting population health services  **7B5**. Justifies programs for inclusion in organizational budgets  **7B6**. Develops program budgets  **7B7**. Defends program budgets  **7C8**. Prepares proposals for funding (e.g., foundations, government agencies, corporations)  **7C9**. Negotiates contracts and other agreements for programs and services  **7C10**. Uses financial analysis methods in making decisions about policies, programs, and services (e.g., cost-effectiveness, cost-benefit, cost-utility analysis, return on investment)  **7C11**. Manages programs within current and projected budgets and staffing levels (e.g., sustaining a program when funding and staff are cut, recruiting and retaining staff)  **7B12.** Establishes teams for the purpose of achieving program and organizational goals (e.g., considering the value of different disciplines, sectors, skills, experiences, and perspectives; determining scope of work and timeline)  **7C13**. Motivates personnel for the purpose of achieving program and organizational goals (e.g., participating in teams, encouraging sharing ideas, respecting different points of view)  **7B14**. Uses evaluation results to improve program and organizational performance  **7B15**. Develops performance management systems (e.g. visible leadership, performance standards, performance measurement, reporting progress, quality improvement)  **7C16**. Uses performance management systems for program and organizational improvement (e.g., achieving performance objectives and targets, increasing efficiency, refining processes, meeting *Healthy People* objectives, sustaining accreditation)  ***Leadership and Systems Thinking Skills***  **8C1**. Incorporates ethical standards of practice (e.g., Public Health Code of Ethics) into all interactions with individuals, organizations, and communities  **8C2**. Interacts with larger inter-related system of organizations that influence the health of populations at local, national, and global levels  **8C3**. Creates opportunities for organizations to work together or individually to improve the health of a community  **8C4**. Collaborates with individuals and organizations in developing a vision for a healthy community (e.g. emphasis on prevention, health equality for all, excellence and innovation)  **8B5**. Analyzes internal and external barriers that may affect the delivery of the 10 Essential Public Health Services (e.g., using root cause analysis and other quality improvement methods and tools, problem solving)  **8B6**. Provides opportunities for professional development for individuals and teams (e.g., training, mentoring, peer advising, coaching)  **8C7**. Ensures use of professional development opportunities by individuals and teams  **8B8**. Modifies organizational practices in consideration of changes (e.g., social, political, economic, scientific)  **8B9**. Contributes to continuous improvement of individual, program, and organizational performance (e.g., mentoring, monitoring progress, adjusting programs to achieve better results)  **8C10**. Advocates for the role of public health in providing population health services |

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| **Work Environment:** | Works in multiple environments of high stress and multi-tasking capacity with the ability to serve for extended periods during incidents and exercises. Must possess physical health including the ability to lift and move heavy and bulky items. Must be able to travel and participate in various conferences, regional exercises and real events, staff designated positions in the Emergency Operations Center/Medical Operations Center as needed during events and exercises, and appropriate meetings related to state and regional emergency management activities. Ability to react calmly and promptly during an emergency or disaster situation. Potential of working outside normal business hours, which includes overnight and on weekends during planned events/exercises and emergencies.   * Worker must be capable of handling fast paced software driven work environment. * The noise level in the office work environment is generally quiet other than outbursts from children or adults. Most of the work performed is in a typical office or clinic setting. However, where other public health functions are required increased decibel levels may be encountered. * Worker may be subject to field conditions that may range from inclement weather to dangerous conditions such as snow/ice, cold, heat, noise, wetness/humidity, vibration, sudden temperature changes, and poor illumination at the job site or due to travel on the job. * Travel to and from field locations worker may be subject to increased risk of driving hazards. * The work environment will be in a wide variety of areas that may be well–lit, ventilated and furnished ergonomically but some locations may be less than optimal. Personal office space may or may not be shared. * Occasional work may be required out of doors, in any weather condition, if called upon to perform necessary health department or emergency functions. * Field locations may subject worker to communicable diseases, raw sewage, vectors (mosquitoes, insects, ticks), pathogens, snakes, poison ivy, chemicals and animals. * Frequent travel involved, normally not exceeding five workdays in duration. * Worker is occasionally exposed to hostile clients, whose actions against the worker may include threats, harassment, and attempted bribery. * Exposure to toxic /caustic chemicals/detergents, odors /gases, high pitched noises, communicable diseases, and blood and/or body fluids. * May require evening or weekend hours for meetings or presentations. |

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed my position description, and that I understand the contents of the position description.

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| **Approvals**  **Employer**  **Employee** | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Name** |  | **Title** |  | **Date** |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Name** |  | **Title** |  | **Date** |  | |