



Position Description

Canton City Public Health
FINAL

Position Title:	Director of Nursing		Position #:	880
Working Title:	DON		CS Status:	Classified
Division or Unit:	Nursing		Reports to:	Health Commissioner
Employment Status:	Full-Time	Pay Grade:	R8	FLSA Status: Exempt
Funding Source:	General Fund			
This position description was last approved by the Board of Health on:			March 28, 2022	
Approved last by the Canton Civil Service Commission:				

Position Summary:

Under administrative supervision from the Health Commissioner, the Director of Nursing has responsibility for the Public Health Nursing Programs, Public Health Clinic Services, and the Women, Infant and Children (WIC) program. Also performs Public Health Accreditation Board (PHAB) duties and responsibilities as assigned. Works in collaboration and consultation with the Medical Director to assess, plan, organize and implement Nursing services. This position will also serve as the HIPAA (Health Insurance Portability and Accountability) Privacy Officer. Seeks and writes grants for Nursing department programming. Direct supervision of staff.

Oversee organizational compliance with local, state, and federal regulations. Collaborate with other service units, outside agencies and the public.

The employee receives periodic review and appraisal of performance plus functional and administrative supervision. The employee must exercise independent judgment in performance of duties. The employee will be responsible for confidential and personal information and must adhere to the confidentiality and privacy policies of the department.

Essential Duties & Responsibilities:

Under general supervision and/or as part of various workgroups and teams, performs the following functions within the overarching framework of Canton City Public Health's core functions and essential services of public health:

Analytical/Assessment:

- Assist in the implementation of community health assessments (CHA) and community health improvement plans (CHIP); distinguish between quantitative and qualitative community assessment data; understand incidence and prevalence data; ability to access community epidemiological data.
- Participate in the analysis of data to identify trends, health problems, environmental health hazards, and social and economic conditions that adversely affect the public's health.
- Conduct comprehensive reviews of scientific evidence related to public health issues, concerns, and interventions.
- Present and interpret demographic, statistical, programmatic, and scientific information to professional and lay audiences.

Policy Development and Program Planning:

- Plan, implement and administer the Public Health Nursing Programs. Insure the quality of nursing care delivered. Develop and or revise existing policies and

Position Description

procedures for Division. Write and administer grants.

- Develop methods of providing service and patterns of staffing. Assign locations and schedules of nursing staff.
- Collaborate in the development, implementation, tracking, and evaluation of long- and short-range policies, procedures, plans and programs for public health in the City of Canton.
- Manage, participate in, gather data related to, create reports related to and submit reports/claims related to all CCPH Medicaid Administrative Claiming (MAC) activities. Also, participate in program planning and interagency coordination of health-related services, including those services covered by Medicaid.

Communication and Cultural Competency:

- Treat others with courtesy and respect in all interactions. Utilize appropriate methods for interacting effectively and professionally with persons of all ages, cultures, socioeconomic status, educational, racial and ethnic backgrounds, sexual orientations, lifestyles and physical abilities.
- Adhere to ethical principles and Canton City Public Health policy in the collection, maintenance, use, and dissemination of data and information.
- Perform nursing public relations and marketing activities.
- Deliver targeted, culturally appropriate information to help individuals and groups understand public health nursing policies, regulations and code.
- Educate local and state policy makers and community stakeholders on public health issues.
- Serve as liaison between CCPH and select local, county, regional and state organizations.

Community Dimensions of Practice:

- Work collaboratively with other organizations and units of CCPH; and with the Medical Director.
- Provide technical guidance and education to boards, committees, school personnel and community groups/agencies.
- Work collaboratively with other county and regional organizations to develop and implement joint services.

Public Health Sciences:

- Develop nursing service protocols and maintain systems for recording program data.
- Ensure Public Health Nursing Division compliance with relevant state public health practice guidelines, community standards of care, and Federal and State laws and regulations.
- Organize and lead 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.
- Evaluate outcomes of public health interventions and collaborate with appropriate

Position Description

personnel to make changes as necessary.

- Collaborate in the development of and contribute to individual, team, and departmental Quality Improvement (QI), Performance Management (PM) and evaluation activities.
- Perform public health emergency response duties as assigned and consistent with job classification and training in response to threats to the public's health.

Financial Planning and Management:

- Assist Fiscal Manager in monitoring and overseeing budget activity including recommending modifications when needed; approves purchase requests and expenditures.
- Responsible for approving/denying leave and travel requests.
- Prepare proposals for funding from external sources including grants.

Leadership:

- Provide leadership and supervision to staff in the performance of assigned duties and responsibilities.
- Proficiency in recruitment, orientation, training, operations, evaluation of work performance, management, and supervisory principles, methodologies, tools and techniques.
- Proficiency in human relations, problem solving, conflict resolution, decision making, critical and analytical thinking skills.
- Formulate performance improvement plans (PIPs) and initiate personnel actions in accordance with organizational policies and guidelines.
- Proficiency in team building, group facilitation, leadership, and development of supervisory trust and capacity with the division and among community partners.
- Proficiency in the principles of mentoring, peer advising and coaching for public health workforce development.
- Insure consistent and equitable compliance with Department policies and procedures.
- Assure professional development of assigned staff through continuing education and training, ensuring mandatory certifications/credentials are maintained.
- Assign, coordinate and evaluate employee work assignments in accordance with departmental and organizational policies.
- Supervise Public Health Nursing division personnel including public health nursing supervisor, office manager, staff nurses, WIC Director, dietitians, Health Services Coordinator, HIV prevention team and clerical staff. Evaluate work performance. Interview applicants for vacancies and recommends selection.
- Assist supervisors in resolving problems and answering questions from staff.
- Assist in the development of the Department's grant objectives, business plans and work plans.
- Adhere to applicable State and Federal standards, such as those concerning exposure to blood borne pathogens, toxic substances, airborne pathogens or exposure to other hazards during routine assignments or assignments during public health emergencies.

Position Description

- Assume responsibility for own professional growth and development by pursuing education and participating in professional committees and work groups.
- Collaborate in developing a work environment which contains performance management (PM) and continuous quality improvements (QI) in professional practice.

OTHER:

- Perform public health emergency response duties as assigned and consistent with job classification and training in response to threats to the public's health.
- Responsible for leading and/or incorporating certain Quality Improvement (QI) and Performance Management (PM) to improve the effectiveness of the respective public health program.
- Other duties as assigned.

Other Duties & Responsibilities:

- Ability to efficiently multi-task on a daily basis. Proficiency with use of PC hardware and basic software (i.e., Microsoft Office), email, and office equipment (i.e., copier, fax, scanner, telephone, etc.).
- Excellent customer service, verbal and written communication skills, and effective presentation skills, good interpersonal relationship skills including cultural sensitivity and competence.
- Ability to adapt to different home/work environments.
- Ability to be flexible to work on weekends and evenings if needed.

Minimum Qualifications:

- Must be a licensed RN with a Master's degree in Nursing or related field from an accredited university program.
- Five years' experience in public health nursing or community health experience and supervision.
- Must have a valid driver's license and provide proof of vehicle insurance.

Preferred Qualifications:

General awareness of public health level of care and Canton City Public Health services. Understanding of Ohio Administrative Code (OAC) and Ohio Revised Code (ORC) law regarding disease investigation.

Competencies:

The following Council on Linkages Core Competencies (Adopted May 2010) for this position include:

- Analytical/Assessment Skills (1C1, 1C6, 1C13, 1C15)
- Policy Development/Program Planning Skills (2C6, 2C8, 2C9)
- Communication Skills (3C1, 3C5, 3C7)
- Cultural Competency Skills (4C1, 4C2, 4C4)
- Community Dimensions of Practice Skills (5C1, 5C2)
- Public Health Sciences Skills (6C2, 6C3)
- Financial Planning and Management Skills (7C2, 7C6, 7C13)
- Leadership and Systems Thinking Skills (8C7, 8C10)



Position Description

Canton City Public Health
FINAL

Canton City Public Health has adopted the following Organizational Competencies that all employees are expected to achieve:

- Customer Focus
- Accountability
- Equity and Fairness
- Continuous Quality Improvement
- Occupational Health and Safety
- Emergency Preparedness

Work Environment: General office setting in health department facilities, as well as community sites or individual homes. May be exposed to hazardous materials and/or conditions. Indoor/outdoor work year-round in and around the City of Canton and community sites. In all settings, employees in this classification may occasionally need to relate to and /or interact with individuals who exhibit challenging, atypical, or hostile behaviors and/or communication problems.

Reasonable accommodation in accordance with ADA Compliance will be made available to those who need it to achieve the above descriptions.

Approval: This position description was approved by the Board of Health on: **March 28, 2022**

Revision History: Dates of prior approved versions:

Employee Statement:

I hereby acknowledge that I have received a copy of this position description on this date.

Employee Signature

Date

Printed Name