



Position Description

Position Title:	Staff Nurse III	Position #:	892
Working Title:	Nursing Supervisor/Program Manager	CS Status:	Classified
Division or Unit:	Nursing	Reports to: Director of Nursing	
Employment Status:	Full-time	Pay Grade: R6	FLSA Status: Exempt
Funding Source:	General Fund		
This position description was last approved by the Board of Health on:		April 24, 2017	

Position Summary: Provides administrative oversight and supervision in generalized nursing activities in both the community setting and in the clinic area. The employee will assist in planning and participating in community and/or health improvement projects. Forges partnerships with community members and stakeholders. This position provides guidance and leadership with department advocacy and policy issues related to work areas. Recruits, trains, and provides direct and indirect supervision of personnel. Directs infectious disease surveillance, investigation, and follow-up on all reportable infectious disease, outbreaks, and unusual incidences of infectious disease. Manages budgets, contracts and other resources related to the writing and execution of grants.

Essential Duties & Responsibilities:

- 35% Oversee clinical services provided at Canton Public Health including but not limited to childhood and adult immunizations based on the Advisory Committee on Immunization Practices (ACIP), sexually transmitted infection testing and treatment based on the Centers for Disease Control and Prevention (CDC) Guidelines, tuberculosis testing, and HIV testing **OR** Oversee community based programs provided by Canton Public Health including but not limited to Bureau for Children with Medical Handicaps (BCMH), Early Head Start Outreach, jurisdictional territory follow-up, community education and health fairs, liaison with nursing programs, and Medicaid Administrative Claiming program.
- 25% Function in the capacity of full supervision in the absence of the director of nursing and directly supervise up to five professional staff (RNs) including the completion of performance evaluations timely.
- 20% Guides the investigation of infectious disease both naturally occurring and bioterrorist incidents. Enters case information into the Ohio Disease Reporting System (ODRS). Interprets and implements local, state and federal guidelines related to infectious disease control. Effectively prevents disease and promotes health with focus on population health, including but not limited to: community assessment, health risk assessment and disease control. Also uses infectious disease surveillance systems to identify significant disease trends and early detection of emerging infectious diseases.
- 15% Knowledge of writing, coordinating, overseeing and management of grant activities.
- 5% Participates in required public health team emergency preparedness training and exercises.

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,

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telephone, etc.). Good customer service, verbal and written communication skills, and effective presentation skills, good interpersonal relationship skills including cultural sensitivity and competence. Ability to be flexible for weekends and evenings if needed. Participate in quality improvement team projects and quality improvement training initiatives as applicable/required and incorporate the principles of quality improvement into daily work activities.

**Minimum
Qualifications:**

Graduate of an accredited school of nursing with a Bachelor of Science in Nursing (BSN) and an active R.N. license in Ohio. Current certification of Healthcare provider CPR. Must have a valid driver's license.

**Preferred
Qualifications:**

Should have at least 3 years of direct nursing care experience and, ideally, some managerial experience. General awareness of public health level of care and Canton Public Health services is helpful. Understanding of OAC and ORC law regarding nursing scope of practice and delegation, as well as medication storage, administration and dispensing. Knowledgeable of community services and resources and able to appropriately interact with a diverse population. Strong communication and computer skills are also required. Background in sexual health or infectious disease is preferred.

Key Competencies:

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

- Analytical/Assessment Skills (1B1, 1B2, 1B3, 1B4, 1B5, 1B6, 1B7, 1B8, 1B9, 1B10, 1B11, 1B12, 1B13, 1B14, 1B15)
- Policy Development/Program Planning Skills (2B1, 2B2, 2B3, 2B4, 2B5, 2B6, 2B7, 2B8, 2C9, 2C10, 2B11, 2C12, 2C13)
- Communication Skills (3C1, 3B2, 3B3, 3C4, 3B5, 3C6, 3B7, 3B8)
- Cultural Competency Skills (4B1, 4B2, 4B3, 4C4, 4C5, 4C6, 4B7, 4C8)
- Community Dimensions of Practice Skills (5B1, 5C2, 5B3, 5B4, 5B5, 5C6, 5B7, 5B8, 5C9, 5C10, 5B11)
- Public Health Sciences Skills (6B1, 6C2, 6B3, 6B4, 6B5, 6C6, 6C7, 6C8, 6C10)
- Financial Planning and Management Skills (7B1, 7B2, 7C3, 7B4, 7A5, 7B5, 7A6, 7B7, 7B9, 7B10, 7B11, 7B12, 7B13, 7B14, 7C15, 7C16)
- Leadership and Systems Thinking Skills (8B1, 8C2, 8B3, 8B4, 8C5, 8C6, 8B7, 8C8, 8C9, 8B10)

Canton City Health District 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



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Work Environment: General office setting or clinical setting in the health department facility requiring sedentary to light work, which may include walking, climbing, reaching, and talking. Ability to carry up to 25 lbs.

Approval: This position description was approved by the Board of Health on: April 24, 2017

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