



FLSA: EXEMPT
EEO: 2
SEPTEMBER 2024

PUBLIC HEALTH NURSE (PHN) SUPERVISOR

DEFINITION

This position will work with Public Health staff and the community to address healthcare needs in Amador County. This position will also provide program oversight and direct supervision of staff for several Public Health programs. Under direction of the department director, they may be required to perform public health nursing duties in assigned programs, projects, field nursing and/or specialized public health program or training; to exercise technical and functional supervision over professional, medical record and clerical staff; to oversee one or more special programs within the Health Department; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

This is a supervisory class in the Public Health Nurse series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, amount of time spent performing the duties, and by the nature of the public contact made. Independent judgment is also required in the performance of duties. Work may require the development of recommendations consistent with directives, policies and regulations. The incumbent provides leadership and supervision to program support staff and nurses that includes instruction, training, making assignments, reviewing and evaluation of work.

REPORTS TO

Director of Public Health

CLASSIFICATIONS SUPERVISED

Public Health Nurses, Registered Nurses, Health Education Assistants, Medical Assistants, Support Staff in categorical programs and contractual employees for the purpose of meeting State and Federal program requirements.

IMMUNIZATION CLINIC OVERSIGHT:

- Supervise the daily operations of the immunization clinic.
- Provide clinical leadership and support to nursing staff and other healthcare providers.
- Ensure compliance with all immunization protocols, guidelines, and best practices.
- If the employee holds an Advanced Practice License such as a Nurse Practitioner and/or Midwife, they may utilize their license to oversee clinic operations independently (without the need for the Public Health Officer to be present) by utilizing standardized procedures approved by the Health Officer, who is a fully licensed physician.

FAMILY PLANNING CLINIC OVERSIGHT IF THE RN HOLDS AN ADVANCED DEGREE:

- Perform family planning exams, including comprehensive health assessments, diagnostics, interpretation and review of lab results and diagnostic tests, and provide treatments that are within the scope of the provider's license
- May order and may furnish any medications within the scope of the Advanced Practice Registered Nurses (APRN) license.
- Provide patient education and counseling on family planning methods and reproductive health.
- May train, supervise, and assign tasks to medical assistants and RNs so long as the tasks are within their scope of practice without an onsite physician present per standardized Family Planning Clinic protocols approved by the Public Health Officer, who must be a fully trained and licensed physician

EXAMPLES OF DUTIES

The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed.

- Trains, assigns and leads subordinate staff in public health nursing activities, including specific program assignments.
- Plans, organizes and provides health services, including: epidemiological investigation, control of communicable and chronic diseases, case finding.

ESSENTIAL QUALIFICATIONS

Knowledge of:

- Principles, methods, and procedures of general nursing and public health

- nursing.
- Federal, State and local laws governing the provision of public health services.
- Public health issues and problems.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 25 pounds; corrected hearing and vision to normal range; administer injections; verbal communication; use of office equipment including computers, telephones, calculators, copiers.

TYPICAL WORKING CONDITIONS

Work is usually performed in an office or clinic environment or in private home setting; exposure to communicable diseases; continuous contact with staff and the public.

TRAINING AND EXPERIENCE

Any combination of training which would likely provide the required knowledge and experience is qualifying. A typical way to obtain the required knowledge and abilities would be:

EDUCATION

Bachelor's degree in nursing and/or other related field. Graduation from an accredited college or university.

EXPERIENCE

Two (2) years of nursing experience.

SPECIAL REQUIREMENTS

- Possession of a valid license as a Registered Nurse in California.
- Possession of a valid PHN certificate in California
- Possession of an appropriate California Driver's license issued by the California Department of Motor Vehicles.