

**PUBLIC HEALTH NURSE SUPERVISOR
COLUMBIA COUNTY HEALTH AND HUMAN SERVICES DEPARTMENT**

POSITION DESCRIPTION

I. Position Summary

This is a full-time position in the Columbia County Health and Human Services Department, Division of Health, located in Portage, WI, and under the general supervision of the Division of Health Administrator/Public Health Officer.

II. General Duties

This position coordinates, supervises, and evaluates general public health nursing service programs and is responsible for protecting and improving the health of the community through education, promotion of healthy lifestyles, reduction of infant and child mortality, elimination/reduction of communicable disease, implementation of Emergency Preparedness Protocols, and the use of proven, evidence-based data to guide health and wellness programs. This position assumes the general responsibilities of the Public Health Officer in his/her absence.

III. Essential Duties and Responsibilities

1. Supervision, evaluation, performance management, and development of professional and paraprofessional staff. This involves providing continuing education opportunities, establishing program assignments, reviewing caseloads, assisting and advising staff, performing internal and external reporting requirements, and decision making.
2. Provide leadership and support of assigned staff.
3. Practice direct communication with the Public Health Officer, and the Health and Human Services Director, and serve as a liaison between the Division of Health and Health and Human Services staff, as well as community partners.
4. Make recommendations related to personnel activity within the Division of Health, including interviewing job candidates, orientation and training of new staff, performance evaluations, and discipline.
5. Recommend objectives, plans, policies, and procedures to promote efficient and effective Public Health management, and, administer programs and services in compliance with Federal/State laws, regulations, and rules.
6. Support the development and administration of public health grants and contracts that promotes seamless coordination of services to county residents.
7. Functions in the capacity, and performs administrative functions of, the Public Health Officer, in his/her absence.
8. Performs other duties as assigned.

IV. Educational Requirements

1. A Bachelor of Science degree in Nursing, which includes course work in Public Health nursing or community health nursing, and which meets the requirements of HSS 139.08; and, three or more years nursing experience (Public Health preferable). Supervisory experience is desirable.
2. Knowledge of Wisconsin State Health Statutes including that of communicable disease prevention and control.
3. A certification of registration as a registered professional nurse, licensed to practice in the State of Wisconsin.
4. Valid Wisconsin Driver's License and auto insurance.

V. Knowledge, Skills, and Abilities

1. Knowledge of maternal, child, and reproductive health, immunization practices, and epidemiology and communicable disease.
2. Proficiency in Wisconsin Electronic Disease Surveillance System (WEDSS).
3. Proficiency in Epidemiology.
4. Knowledge of principles, practices, and techniques of Public Health.
5. Effective oral and written communication.
6. Knowledge of HIPAA and Confidentiality.
7. Coaching, mentoring, and effective supervision techniques of staff.
8. Establish and maintain effective working relationships with a diverse population of consumers, community-based organizations, and department personnel.
9. CPR Certified.

VI. Physical Requirements

1. Frequent sitting, standing, bending, lifting, twisting, stretching, and walking.
2. Visual acuity.
3. Good manual dexterity of hands and fingers.
4. Ability to lift/carry/push/pull at least 30 pounds.

The position description should not be interpreted as all-inclusive. The intention is to identify major responsibilities and requirements of this position. There may be requests to perform job-related responsibilities and tasks other than those stated on this description.

5/27/2021