

JOB DESCRIPTION: **COMMUNITY HEALTH NURSE SUPERVISOR**DATE: **10/1/2022**


---

<b>EXEMPT (Y/N):</b>	Yes	<b>JOB CODE:</b>	CSC
<b>DEPARTMENT:</b>	Public Health	<b>CLASSIFICATION:</b>	493
<b>SUPERVISOR:</b>	Public Health Director	<b>SALARY RANGE:</b>	E05
<b>UNION (Y/N):</b>	No	<b>LOCAL:</b>	N/A

---

**GENERAL STATEMENT OF DUTIES:** Plan, organize and supervise community health nursing programs within the Public Health Department. Supervise communicable disease staff and leads County response to communicable disease reports. Provide tuberculosis case management services, if needed. Implement public health modernization measures as part of a regional public health communicable disease project. Oversee nurse home visiting programs, pharmacy, and vaccination programs. Does related work as required

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other related duties may be assigned.

Supervise assigned staff, including assigning and reviewing work, evaluating performance, training and recommending necessary disciplinary action. Handle employee complaints and effectively recommend on hiring and dismissal decisions.

Develop community health nursing programs at Columbia County. Review and oversee nursing standards for services provided in home visit settings; assure compliance with professional, county and state standards.

Work with the Health Officer or contracted physicians to develop program policies or procedures. Ensure the county follows the Health Officer's standing orders.

Plan, supervise and participate in work involved in prevention and control of communicable disease. Implement related policies and procedures. Conduct communicable disease surveillance using state systems. Ensure completion of public health disease investigations and outbreak reports. Monitor County's 24/7 disease reporting line. Oversee County-led communicable disease prevention and education activities, including annual exclusion of under-vaccinated children from schools and day cares.

Evaluate program operations and activities; recommend improvements and modifications; prepare various reports to review programs.

Maintain complete and accurate records of each client in community health care programs.

Attend department and interagency meetings related to assigned programs and services.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints. Answer questions from providers about communicable disease requirements, control and prevention, disease transmission, and treatment.

Participate in local, regional and state public health meetings. Liaise with various programs at the Oregon Health Authority, including the Acute and Communicable Disease Program, STD Program, Tuberculosis Program, and Health Promotion and Chronic Disease Prevention Program. Represent the County on the Conference of Local Health Officials' Communicable Disease Committee and Access to Care Committee.

**JOB DESCRIPTION: COMMUNITY HEALTH NURSE SUPERVISOR**DATE: **10/1/2022**

---

Participate in regional public health modernization projects and complete related communicable disease control and prevention activities. Evaluate program using public health metrics and local public health data.

Follow all safety rules and procedures established for work areas. Comply with all policies and procedures. Ensure staff compliance with same.

Maintain regular attendance during the assigned work schedule as an essential requirement of this position. The ability to serve and meet in person with members of the general public, co-workers and others is required.

**SUPERVISORY RESPONSIBILITIES:** Supervise 2-5 employees, including Community Health Nurses, Community Health Workers, and School Immunization Coordinator, and others as assigned. Carry out supervisory responsibilities in accordance with the County's policies, procedures, labor union agreements and applicable laws. Responsibilities include interviewing, recommending on hiring, and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Coordinate all personnel functions with the Public Health Director.

**SUPERVISION RECEIVED:** Works under the general direction of the Public Health Director who provides policy and administrative direction and reviews performance.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION and/or EXPERIENCE:** Bachelor's degree in nursing from an accredited college or university. At least four years of work experience as a Registered Nurse, two of which must have been in community health nursing. Any satisfactory equivalent combination of experience and training which demonstrates the ability to perform the above described duties may be acceptable.

**SPECIAL LICENSES, CERTIFICATIONS:** Current licensure in good standing as a registered nurse in the State of Oregon. Possession of a driver's license valid in the State of Oregon and an acceptable driving record.

**KNOWLEDGE, SKILL AND ABILITY:** Knowledge of the principles, practices and procedures of public health nursing; the methods and techniques of nursing; modern office procedures, methods and computer equipment; principles and procedures of record keeping and reporting; supervision, training and performance evaluation; the American Nurses Association standards and policies; the principles of harm reduction; the theories and practices of public health administration, and personnel and program management; school exclusion requirements; public health laws and regulations, including communicable disease reporting requirements and laws related to prevention and control of communicable diseases.

Skill in the use and care of nursing and medical equipment. Skill in the operation of various software applications programs, including word processing, spreadsheets and electronic mail. Skill in using communicable disease control and prevention systems. Skills in organization and project management.

JOB DESCRIPTION: **COMMUNITY HEALTH NURSE SUPERVISOR**DATE: **10/1/2022**

---

Ability to effectively supervise and implement a comprehensive nurse-home visit program; lead communicable disease investigations and outbreak response; supervise, train and evaluate assigned staff; coordinate and schedule a variety of services; develop in-service training programs. Ability to express ideas effectively, verbally and in writing. Ability to meet deadlines and work independently in cooperation with agency, community and industry representatives. Ability to maintain confidentiality of sensitive information. Ability to develop and maintain harmonious and effective working relationships with employees, other agencies, County officials and the public.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical demands while in the office are usually minimal, involving the movement of files, books, equipment, etc. seldom exceeding 20 pounds. Field activity and participation in program events or disaster response requires additional physical demands, such as walking and/or standing for long periods of time, bending, stooping, climbing, etc., as well as the need to occasionally lift and move objects up to 50 pounds.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Usually work in a general office environment. Position is potentially subject to call back due to emergency situations. Working hours may be extended and highly stressful during an emergency situation. The performance of field work may require walking over various terrain or other hazards and exposure to all weather conditions. Travel is necessary, requiring the operation of a motor vehicle, often to remote areas. The employee may be required to travel at night time or on weekends or in inclement weather to participate in meeting, program events or to respond to public health emergencies.

***To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.***

***Columbia County has the right to revise this job description at any time.  
This description does not represent in any way a contract of employment.***