



## **NURSING SUPERVISOR – FAMILY PLANNING**

### **Duties:**

Provides comprehensive professional public health nursing services in the Women's Health clinic for individuals and community groups in compliance with Tri-County Health Department (TCHD) policies and procedures, professional standards, and program protocols. Primary duties include birth control education, cancer screening and cardiovascular disease screening services. Travel between TCHD sites. Position includes a large patient education component. Other activities include nursing consultation to other agencies and providers, collaboration with Adams, Arapahoe, and Douglas Counties child welfare and their contractors, teaching community classes, immunizations and family planning duties.

Performs technical and supervisory work in the administration of public health nursing programs. Ensures compliance with program protocols, policies, guidelines, and nursing standards. Supervises daily operations, activities, and personnel of a nursing program. General supervision is provided by the Nursing Program Manager or Nursing Program Coordinator. Has direct supervisory accountability for all positions, employees, operations, and activities within the assigned nursing program; typically includes coordinating staff training, assigning and reviewing work, and evaluating performance independently or in conjunction with a higher-level supervisor/manager.

The Nursing Supervisor provides first-level direct supervision of the nursing program staff and is distinguished from the Nursing Manager or Nursing Program Coordinator by the day-to-day technical supervision of staff and programs. Supervises the personnel and day-to-day activities of assigned programs. Supervises personnel and program operations including the assignment and review of staff work, interpretation of program policy and procedures for staff, interviewing and selection of staff, and scheduling of work time. Participates in the planning, developing, organizing, and implementing of nursing programs and services. Participates in the goal setting process, recommends program policy and procedure to increase efficiency of operations through the Nursing Manager, and assists in evaluating programs. Coordinates and conducts staff training. Instructs staff in the methods, techniques, procedures, and protocols utilized in assigned programs and services. Ensures compliance with program guidelines and objectives. Conducts case conferencing with program staff, provides technical assistance, and monitors quality of client care and services.



Monitors compliance of contracts. Maintains and reviews statistical data and prepares required reports. Assures compliance with program guidelines and financial requirements. May assist in the negotiation of program contracts. Monitors budget, expenditures, and billing processes of assigned program. Assists in evaluating grant programs for compliance with program objectives. Prepares required reports. Provides consultation and case management in specialized program areas. Serves as program liaison to individuals, healthcare providers, related agencies, and community groups. Develops and conducts educational and promotional programs for community groups. Coordinates and integrates program activities within an office site, with other TCHD programs and services, and community agencies. Supervises nursing students within TCHD assignments. May engage in specialized programs, projects, and research in the field of public health nursing. May assume office manager duties on a temporary basis and as assigned. Participates in various committees and boards related to program activities and responsibilities. Performs other duties as assigned and required. Participates in all exercises and drills on emergency preparedness as required.

**Education:**

Requires a Bachelor's Degree in nursing from a school accredited by the National League for Nursing Accrediting Commission or the American Association of Colleges of Nursing. Licensed to practice as a registered nurse (RN) in the State of Colorado. Possession of a valid driver's license.

**Knowledge, Skills, and Abilities:**

Principles, techniques, practices, procedures, and protocols as related to nursing in a public health program. Inter-related professional services and resources in the Tri-County Health Department and community for the implementation of programs. Specific issues and areas related to individual offices. Supervisory techniques and methods. Supervise and mentor professional and support staff in a productive and positive manner. Communicate effectively both verbally and in writing to provide instruction and educational information to individuals and groups. Establish and maintain effective working relationships with other Tri-County Health Department employees, representatives of other agencies and organizations, and members of the community. Maintain sensitive & confidential client information according to the HIPAA policy.

**Salary:** DOQ

**Office Location:** Englewood

**Close Date:** Open until filled