

POSITION DESCRIPTION
COUNTY OF PERRY, INDIANA

POSITION: Public Health Nurse Supervisor
DEPARTMENT: Health
WORK SCHEDULE: 8:00 a.m. – 4:00 p.m., M-F
JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN: December 2008 **STATUS:** Full-time
DATE REVISED: June 2021; May 2025 **FLSA STATUS:** Exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Perry County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would present an undue hardship.

Incumbent serves as Public Health Nurse Supervisor for the Perry County Health Department, responsible for supervising assigned personnel, and providing education and health/nursing care to County residents, ensuring compliance with established policies, practices, protocols, and professional and public health standards.

DUTIES:

Supervises and directs assigned personnel, including administering personnel policies and programs, interviewing and hiring job candidates, making work assignments, providing orientation and training for new staff members, establishing goals/standards, reviewing position responsibilities on a regular basis, and maintaining discipline.

Manages the care of patients using established protocols, ensuring compliance with all applicable Perry County Health Department policies and procedures, Indiana State Department of Health (ISDH) standards, HIPAA regulations, and all other Federal and State laws relating to privacy, confidentiality, and service delivery.

Provides health care and education to County residents, including administering immunizations to infants, children and adults, providing head lice checks and education on head lice/nit removal, and performing pregnancy tests, lead testing, and tuberculosis testing as necessary. Provides nursing care in patient homes as referred by physicians and/or health agencies, or for communicable diseases such as tuberculosis.

Provides leadership in coordination and response to epidemics. Investigates reportable communicable diseases, providing education to infected clients and their close contacts,

submitting appropriate specimens to lab, completing and filing epidemiological reports, and submitting to ISDH. Provides case follow-up as needed.

Investigates, documents and provides follow-up for complaints from the ISDH, local health care delivery agencies, private individuals, patients or family members regarding health care delivery within Perry County.

Coordinates and conducts public health fairs and immunization clinics, providing blood pressure readings, diabetes screening, immunizations, and information/instruction as needed.

Provides follow-up consultation for abnormal lead results, presenting clients/families with appropriate education on lead poisoning and proper nutrition, repeating lead level tests, assists/coordinates home visits/environmental assessments to investigate the source of lead poisoning, and making referrals to appropriate agencies and health care providers to ensure necessary steps are taken to reduce exposure to lead. Completes case documentation in compliance with ISDH policy.

Assists with the development of policies, procedures, and new programs related to public health care.

Communicates/consults with physicians and other medical personnel regarding patient care and responds to telephone calls and questions from members of the public, including scheduling appointments, making referrals, counseling, and providing health-related information as appropriate.

Monitors and maintains inventory of vaccines and other medical supplies, and maintains CHIRP immunization records in coordination with Immunization Nurse.

Maintains current records and documentation on services provided, completing a variety of weekly, monthly, and annual reports as required by supervisor, Health Board, and regulating agencies.

Prepares grant applications with approval from the Health Board and submits them to IDOH/awarding entity.

Maintains budgets for all grants and all Health Department funds. Balances accounts with the Auditor's software each month.

Completes and approves all claim vouchers.

Responsible for approving/denying employee time off requests and maintaining employee time.

Responsible for submitting payroll to the Auditor's office according to payroll schedule.

Responsible for communicating with the Health Board for important updates and meeting information.

Serves on local boards, committees, and task forces, attending health-related meetings as necessary. Prepares and conducts educational presentations for local schools and businesses as requested.

Assists local government agencies and health clinics on Bioterrorism and Public Health Emergency preparedness plans and procedures.

Maintains facilities and equipment, including performing regular cleaning/sanitation.

Attends in-service programs and professional education workshops/training seminars as required.

Responds to public health emergencies on a 24-hour basis.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Current license to practice nursing (RN / LPN) in the State of Indiana.

Certification in CPR, TB skin testing, and/or other areas as required for public health programs/operations, such as NIMS/ICS100-800, PHP CDC Modules 1-10, and ESF8 FEMA Independent Study 120-139.

Thorough knowledge of standard policies and practices of Perry County Health Department and ability to apply appropriate procedures accordingly.

Knowledge of public health laws and accepted principles and practices of public health nursing, with ability to effectively examine and screen individuals, assess needs, and provide information, treatment, assistance, and referrals.

Knowledge of health and social services available to Perry County residents, with ability to implement public health programs and facilitate referrals as appropriate.

Knowledge of standard filing systems and ability to create and maintain Department files and records.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare correspondence and detailed written reports as required.

Ability to supervise and direct assigned personnel, including administering personnel policies and programs, interviewing and hiring job candidates, making work assignments, providing orientation and training for new staff members, establishing goals/standards, reviewing position responsibilities on a regular basis, and maintaining discipline.

Ability to effectively communicate orally and in writing with co-workers, other County departments, ISDH, area schools, social service agencies, personnel from various health-related agencies, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with difficult persons.

Ability to operate a variety of standard office and medical equipment, such as computer, calculator, telephone, copier, fax machine, projector, syringes, scales, glucometer, pregnancy test kits, blood pressure equipment, stethoscope, and thermometer.

Ability to effectively conduct field visits and resolve related emergencies and problems as situations demand.

Ability to compare or observe similarities and differences between data, people, or things.

Ability to compile, analyze and evaluate data, make determinations, and present findings in oral or written form.

Ability to understand, memorize, retain, and carry out verbal or written instructions.

Ability to work alone with minimum supervision and with others in a team environment, often amidst frequent distractions and interruptions, and on several tasks at the same time.

Ability to apply knowledge of people and locations, plan/layout assigned work projects, and make simple arithmetic additions/subtractions.

Ability to maintain positive community support/public relations and plan/present public speaking presentations and special events.

Ability to work extended hours, evenings and weekends and occasionally travel out of town for meetings/training, sometimes overnight.

Ability to occasionally respond to public health emergencies on a 24-hour basis.

Possession of a valid Indiana driver's license and demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent's work is broad in range and often requires careful consideration of complex circumstances and variables. Incumbent performs duties according to applicable guidelines and established policies and procedures, exercising judgment to effectively develop and maintain health programs, examine and evaluate individuals, and provide information, counseling, treatment, assistance, and/or referrals.

III. RESPONSIBILITY:

Incumbent assures proper implementation of public health programs, including examining, educating, testing, and treating individuals. Goals and objectives of incumbent's work are known, with highly unusual circumstances and/or sensitive problems discussed with supervisor as needed. Work is primarily reviewed for compliance with applicable policies and guidelines and continuing quality of Health Department services for Perry County.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, ISDH, area schools, social service agencies, personnel from various health-related agencies, and the public for purposes of exchanging information, coordinating operations, and providing education, information, and treatment.

Incumbent reports directly to Health Officer.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs majority of duties in a standard office environment, involving sitting/walking at will, sitting/standing/walking for long periods, keyboarding, lifting/carrying objects weighing less than 50 pounds, driving, pushing/pulling objects, bending, reaching, crouching/kneeling, close vision, color perception, hearing sounds/communication, speaking clearly, and handling/grasping/fingering objects. Incumbent maintains considerable contact with the public and may be exposed to irate/difficult persons. Incumbent is regularly exposed to normal health hazards associated with public health nursing, for which universal health precautions must be followed to ensure safety of self and others, including wearing protective clothing or equipment.

Incumbent occasionally works extended hours, evenings and/or weekends and may travel out of town for meetings/training, sometimes overnight. Incumbent occasionally responds to public health emergencies on a 24-hour basis.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Public Health Nurse Supervisor for the Health Department describes the duties and responsibilities for employment in this position. I acknowledge that I

have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name