

Public Health Nurse Supervisor I – Currituck County

Position Number
519-50-319 (241)

Salary
\$59,181 - \$73,765

Posted
June 1, 2023

Closes
June 7, 2023

How to apply?
Contact the Employment
Security Commission,
111 Jordan Plaza
252-331-4798
OR call Samantha
Ballance
at 252-338-4434

ARHS does REQUIRE
NC State
Application PD-107.
Incomplete applications
will NOT be processed.
The application can be
found at
www.arhs-nc.org/employment/

Current employees of
Albemarle Regional Health
Services should contact
your immediate supervisor
first and then contact
Personnel Office if they are
interested in applying.

Albemarle Regional Health
Services provides eligible
employees with a
competitive benefits
package including paid
health insurance, paid
holidays, 401 (k), sick and
vacation leave, and N.C.
Local Government
Retirement.

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EMPLOYER

Positions Responsibilities:

The Public Health Nurse in this position provides supervision to the clinical staff for all programs in the Currituck County Health Department; including, assisting with program planning, performance appraisals, reviewing goals and objectives, assisting with updating job descriptions, communicating to all staff policy decisions, and updates as directed. This position also plans, manages, and supervises the Women’s Health and Adult Health Programs. Other programs may additionally be assigned. The Public Health Nurse may also provide direction to other staff as directly related to these services. The Public Health Nurse in this position also assists in establishing clinic goals, policies, procedures, and guidelines for assigned programs. Daily and weekly work is self-planned and coordinated with team. Makes plans and adapts to meet client and agency goals. This position will be based in Currituck County.

Key Duties:

- Performs all supervisory functions of the Currituck County Health Department, which include performance appraisals, reviewing goals and objectives, assisting with updating job descriptions, communicating to all staff policy decisions, and assistance with any disciplinary procedures.
- Responsible for ongoing inventory of facility, medical, and clerical supplies, and ordering of same to keep operational in Currituck County. Responsible for general safety and upkeep of building. Reports and follows up on repair needs. Responsible for maintenance of emergency tray and monthly inspection.
- Reviews clinical statistical data and makes recommendations regarding clinical needs and clinic service. Supervises clerical staff assigned to clinical program and coordinates supervision with primary supervisor of all staff whose primary supervisor is not located at Currituck County Health Department.
- Communicate with medical providers.
- Assure continuing education/ enhanced role assignments are carried through.
- Assure compliance with NC Public Health Reporting Laws.
- Work closely with regional staff and providers to assure follow up.
- Assure compliance with all State programs.
- Works all clinics/programs as assigned.

Knowledge, Skills, and Abilities:

- Considerable knowledge and skill in the administration and organization of a Public Health program.
- Considerable knowledge of public health nursing supervision of staff and programs.
- Considerable knowledge of the resources and organizations concerned with public health work in North Carolina, and current social and economic problems pertaining to public health.
- General knowledge of public health administration on the local level.
- General knowledge of educational methods and training techniques.
- Working knowledge of State and federal laws relating to public health.
- Ability to plan, coordinate, and supervise the work of others and to present findings, comments, and opinions clearly and concisely in oral and/or written form.
- Ability to exercise good judgment in appraising situations and making decisions.
- Ability to plan and execute work effectively and to deal tactfully with the public and other health professionals.

Minimum Training and Experience:

Master’s in Nursing and two years of Public Health nursing experience; or graduation from a four-year college or university with a B.S. in Nursing which includes a Public Health Nursing rotation and three years of Public Health nursing experience; or a Master’s in Public Health and graduation from a school of professional nursing and two years of Public Health nursing experience; or graduation from a school of professional nursing and four years of professional nursing experience three of which must have been in Public Health; or an equivalent combination of training and experience.

NOTE: All degrees shall be from an appropriately accredited institution. Official Transcripts will be required upon hire.

Necessary Special Qualification:

A current license to practice as a Registered Nurse in North Carolina by the NC Board of Nursing.