



**WINNEBAGO COUNTY HEALTH DEPARTMENT
JOB DESCRIPTION**

Job Title:	Director for Public Health Nursing
Center:	Personal Health Services
Reports to:	Public Health Administrator
FLSA Status:	Exempt
Grade Level:	18
Date Created/last reviewed:	5.26.2016

POSITION SUMMARY

The Director for Public Health Nursing promotes and supports population health in Winnebago County by providing leadership to and overseeing daily operations, providing technical assistance and fiscal management, and facilitating collaboration of the Personal Health Services Center for activities and initiatives with a diverse team of public health professionals staffing Clinical and Public Health Nursing programs and support staff. Services are provided routinely during normal business hours and occur on weekends and evenings as needed. Responsibilities include supervision and oversight to ensure that operational plans, policies, procedures are consistent with the overall Health Department goals and objectives including the Strategic Plan and the Health Improvement Plan. The Director of Public Health Nursing serves as the nursing leader for all nurses within the department.

ESSENTIAL FUNCTIONS:

Leadership and Systems Thinking

- Provides leadership to, and is responsible for, the fiscal and operational management of a Clinical and Public Health Nursing programs including but not limited to Title X Family Planning, Breast and Cervical Cancer Screening Refugee Health, Sexually Transmitted Disease/Infection, High Risk Infant Follow-up, Medical Case Management of Wards of the State, and Better Birth Outcomes.
- Promotes and facilitates the incorporation of core values and strategic initiatives into daily service delivery.
- Collaborates with the leadership team to develop business and work plans.
- Supervises assigned staff and directs assigned public health interventions consistent with public health laws, regulations, professional practice acts, and quality standards including but not limited to:
 - Clinical Laboratory Improvement Act (CLIA)
 - Nurse Practice Act
 - Pharmacy Practice Act
 - Health Insurance Portability and Accountability Act (HIPAA)
- Applies basic human relations skills to management within the Center, motivation of personnel, and resolution of conflicts.
- Evaluates staff members' public health competencies and addresses deficiencies through continuing education, training and leadership development activities.
- Provides practice and competency based educational experiences for the future public health workforce and provides expertise in developing and teaching public health curricula.

- Demonstrates knowledge regarding and compliant with applicable professional practice guidelines and any other Federal and State laws and regulations applicable to practice as a public health professional.
- Contributes to a work environment where continuous quality improvements in service and professional practice are pursued.
- Demonstrates knowledge of quality indicators for clinical care and service including such as HEDIS (Health Effectiveness Data and Information Set), Patient Centered Medical Home (PCMH), US Preventive Services Taskforce, and American Cancer Society.

Public Health Sciences

- Assists in delivery of Center's assigned public health activities and interventions.
- Synthesizes scientific evidence from a variety of text and electronic resources and contributes to building the scientific base of public health.
- Adheres to Occupational Safety and Health Administration standards (OSHA), such as those concerning exposure to bloodborne pathogens, toxic substances, airborne pathogens, hazardous materials or exposure to other hazards during routine assignments or assignments during public health emergencies.
- Maintains vaccines and other biologics consistent with federal guidelines and established standards.
- Establishes a safe working environment by evaluating the implementation of the standards set by Occupational Safety and Health Administration.
- Ensures compliance with state professional practice guidelines, community standards of care, and Federal and State laws and regulations.
- Conducts comprehensive reviews of scientific evidence related to public health issues, concerns, and interventions.
- Determines the laws, regulations, policies, and procedures for the ethical conduct of research.

Community Dimensions of Practice

- Participates in the Department's design and application of the community health improvement strategies with a particular emphasis on developing and implementing strategies that are directed at personal health initiatives and/or require public health nursing.
- Assesses the health status of populations and their related determinants of health and illness and provides leadership for intra- and inter-agency/community needs assessment processes.
- Provides leadership in the development and implementation of the Illinois Plan for Local Assessment of Needs (IPLAN) Health Improvement Plan and other Departmental and community workgroups and committees.
- Evaluates the effectiveness of community engagement strategies on public health policies, programs, and resources.
- Develops partnerships with agencies within the federal, state, and local levels of government that have authority over public health situations or with specific issues, such as emergency events.
- Serves on inter-jurisdictional or multi-agency committees involved in policy development; coordinate review/comment processes for proposed policy documents; maintain contact with various community organizations.

- Assesses community linkages and relationships among multiple factors or determinants affecting health, uses group processes to advance community involvement, and collaborates in community-based participatory research efforts.
- Assists in community health improvement and maintains professional growth and development by participating in professional committees and work groups and contributing to a work environment where continual improvements in practice are pursued.
- Uses group processes to advance community involvement and collaborates in community-based participatory research efforts.

Analysis and Assessment

- Conducts comprehensive reviews of scientific evidence related to public health issues, concerns, and interventions with an emphasis on public health nursing, personal health, or clinical programs.
- Incorporates data into the resolution of scientific, political, ethical, and social public health concerns.
- Presents and interprets demographic, statistical, programmatic, and scientific information to professional and lay audiences.
- Assures ethical principles in the collection, maintenance, use, and dissemination of data and information.
- Participates and leads individual, team, and Center quality improvement and evaluation activities.

Policy Development and Program Planning

- Assures the delivery of core functions and Essential Services of Public Health and analyzes internal and external problems that may affect their delivery.
- Analyzes information relevant to specific public health policy issues and critiques the feasibility of selected policy options using data and information.
- Promotes public health policies, interventions, and resources and assists in formulating and administering comprehensive public health programs based on the needs of the internal/external stakeholders and available resources with an emphasis on personal healthcare and public health nursing.
- Interprets the organizational structures, functions, and authorities of local, state, and federal public health agencies for public health management.

Communication and Cultural Competency

- Delivers targeted, culturally-appropriate information to help individuals and groups understand health promotion and disease prevention information, policies, regulations and local code.
- Applies communication and group dynamic strategies (e.g. principled negotiation, conflict resolution, active listening, and risk communication) in interactions with individuals and groups.
- Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial, and ethnic, sexual orientations, lifestyles and physical abilities.
- Adheres to ethical principles and Winnebago County and Winnebago County Health Departments' policy in the collection, maintenance, use, and dissemination of data and information.

- Establishes and sustains relationships and facilitates information exchange with local medical and community providers/organizations that have information on diseases and other conditions of public health interest.
- Manages communication strategies across the Department and in the community.
- Responds to diverse needs that are the result of cultural differences and explains the dynamic forces that contribute to cultural diversity in developing and recruiting a diverse public health workforce and providing essential services to diverse populations.
- Communicates with and makes presentations and reports to health care providers, community organizations and the public on significant public health and clinical events.

Financial Planning and Management

- Prepares proposals for funding from external resources for programs focused on personal healthcare and public health nursing incorporating joint accountabilities, agreements and partnerships with other governmental departments, municipal units and community organizations.
- Collaborates in activities such as time studies that contribute to the development of budgets and the efficient use of resources.
- Considers return on investment (ROI) for quality improvement initiatives including cost-effectiveness, cost-benefit, and cost-utility analyses in programmatic prioritization and decision making.
- Develops Center and project budgets and other resources for public health activities, monitors budget compliance, and recommends modifications when needed.
- Negotiates for the use of community assets and resources as well as contracts and agreements for the provision of services.

Other

- Performs public health emergency response duties as assigned and consistent with training provided, in response to threats to the public's health consistent with job classification.
- Participates in Department and community emergency response training and drills in support of public health emergency and disaster preparedness consistent with job classification.
- Delegates and supervises projects and tasks as appropriate.
- Assumes responsibility for own professional growth and development by pursuing education, participating in professional committees and work groups and contributing to a work environment where continual improvements in practice are pursued.
- Performs other duties as assigned consistent with job classification.

BEHAVIOR EXPECTATIONS:

- Treats others with courtesy, respect and a caring manner in all interactions.
- Continually looks for, suggests and works on better ways to conduct work.
- Promotes patient rights and ensures confidentiality and privacy at all times.
- Be open to new ideas and changes; encourages others to do the same.
- Willingly flexes to meet changing workload demands and priorities.
- Treats each employee as an equal and valued member of the team and works cooperatively with other employees to complete work.
- Regular attendance is required as need to accomplish job functions.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Education, Licensure, Certifications, Experience

- Master's degree in nursing, public health or related field.
- Bachelor's degree in nursing.
- Current Illinois licensure as a Professional Registered Nurse or eligible for reciprocity.
- Maintain Illinois Registered Nurse Licensure while in position.
- Three (3) years of progressively responsible clinic/practice management experience with supervision of nurses.
- Experience in Family Planning/Title X Management preferred.
- Public Health or community health experience including supervision of field staff preferred.
- Must participate in assigned trainings, including on-line training in the National Incident Management System (NIMS) offered through the Federal Emergency Management Agency to obtain the following certifications.
 - Within 6 months of employment: ICS 100, ICS 200, ICS 700, and ICS 800
 - Within 12 months of employment: ICS 300 and ICS 400
- Successful completion of WCHD HIPAA Training.
- Valid driver's license, current certificate of vehicle insurance, and access to reliable transportation to all assigned work locations.

Leadership and Systems Thinking Skills

- Proficiency in human relations, problem solving, conflict resolution, negotiation, decision making, critical, and analytical thinking skills.
- Proficiency in team building, group facilitation, leadership, and development of trust and capacity within the center, across the Health Department, and among community partners.
- Proficiency in recruitment, retention, and supervision of staff.
- Proficiency in the principles of mentoring, peer advising, and coaching for public work force development.
- Proficiency in development of clinic processes and flows and use of electronic documentation systems (EMR/EHR).

Public Health Sciences Skills

- Proficiency in delivering required clinical, individual, and public health interventions within twelve (12) months of assignment.
- Proficiency in relating public health nursing science skills to the Core Public Health Functions and Essential Services of Public Health.
- Proficiency in basic methods of epidemiology, disease prevention, health promotion, behavioral change, group process, community/organizational development and methods of instruction; public information and mass media methods; data analysis and research methods; marketing principles, public information and mass media and methods of instruction.
- Proficiency in applying relevant federal, state, and local rules, regulations, and safety procedures for assigned public health activities.
- Proficiency in identifying field occupational and environmental hazards and in applying and assuring relevant worker safety procedures.

Community Dimensions of Practice Skills

- Proficiency in distinguishing and facilitating the role of governmental and non-governmental organizations in the development of partnerships and the delivery of community health services through the participation of key stakeholders
- Proficiency in provision of administrative support for the Community Health Improvement Plan implementation and evaluation.

Analysis and Assessment Skills

- Proficiency in using data management and quality improvement tools and application to health improvement initiatives at the population level.
- Proficiency in adhering to and assuring ethical principles in the collection, maintenance, use, and dissemination of data and information.
- Proficiency in quality improvement principles and application of public health standards to population interventions delivered in clinic and public health nursing programs.
- Proficiency in the use and creation of new databases and spreadsheets, data queries and reports, presentation and publisher software, and internet searches.

Policy Development and Program Planning Skills

- Proficiency in managing required public health nursing and other public health processes and interventions.
- Proficiency in program assessment, planning, implementation and evaluation.
- Proficiency in applying public health nursing and public health principles; applying knowledge of public health interventions, laws, regulations and policy processes; and implementing best practices.
- Proficiency in policy development, feasibility analysis, incorporating policies into program plans and structures, and policy evaluation and impact analysis.

Communication and Cultural Competency Skills

- Proficiency in written and oral communication including in person, through print and electronic means.
- Proficiency in assuring that cultural, social, and behavioral factors play a significant role in the accessibility, availability, and delivery of public health.
- Proficiency in applying communication and group dynamic strategies in interactions with individuals and groups and incorporating strategies for interacting with persons from diverse backgrounds.
- Proficiency in the application of teaching methods and techniques for presenting material and engaging a wide variety of audiences in learning experiences including but not limited to group process and facilitation; print and electronic educational materials; and formal presentations using a wide range of audio visual equipment.

Financial Planning and Management Skills

- Proficiency in understanding the general financing of healthcare.
- Proficiency in developing, monitoring, modifying, and reporting for budgets and other fiscal resources in alignment with Department and County policies and procedures.
- Proficiency in negotiating the use of key community resources and assets.

- Proficiency in managing purchasing and fiscal processes.

Other

- Must successfully complete a pre-employment/post offer drug screen.
- Must successfully complete a pre-employment/post offer background check, which may include; criminal and civil claims, credit report, finger printing, etc.
- Must possess and maintain a valid driver's license, current certificate of vehicle insurance, and access to reliable transportation is required.
- Proficiency in use of intermediate computer skills: email, word processing, databases and spreadsheets, and internet searches.
- Proficiency in the Health Department/County's data systems including but not limited to Patagonia, Cornerstone, and Foxfire within 3 months of hire.
- Ability to work longer shifts, nights, and weekends to meet operational needs as determined by management.
- Ability to meet the physical demands of the Essential Functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
 - Must be able to be fitted and wear NIOSH 95 mask.
 - Engages in the following movements: Sitting, standing, walking, reaching and writing/typing frequently; climbing, balancing, stooping, kneeling, crouching, lifting, fingering, grasping, and feeling occasionally.
 - Must be able to lift and/or move up to 10 pounds frequently and 30 pounds occasionally.
 - Hearing ability sufficient enough to communicate with others effectively in person and over the phone
 - Visual ability must be sufficient enough to read documents, computer screen and drive a car.

TOOLS AND EQUIPMENT USED

Must be able to use multi-line telephone, mobile phone, fax machine, copy machine, calculator, computer, scanner and printer.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work performed in the field is subject to conditions that range from inclement weather to dangerous conditions such as snow/ice, cold, heat, noise, wetness/humidity, vibration, sudden temperature changes, and poor illumination at the job site or due to travel on the job. Travel to and from field locations may subject worker to increased risk of driving hazards. Field locations may subject worker to communicable diseases, raw sewage, immobilizing mud, food service equipment, vectors (i.e. mosquitoes and ticks), fleas and chiggers, pathogens, snakes, poison ivy. Clinic conditions are similar to a typical office environment. The employee is exposed to noise from close working conditions and significant work pace/pressures.

Directs Work of: Public Health Nurses, Clerks, Certified Medical Assistants, Clinic Aides, Clinical Supervisors, Clerical Support, and Nurse Practitioners.

Blood borne Pathogen Risk Code: None Low Medium High