

Hendricks County

Job Description

Title: Director of Public Health Nursing

FLSA Status: Exempt

Department: Health - Nursing

Pay Band: SAM 3

Supervisor: Health Officer

PURPOSE OF POSITION:

The Director of Public Health Nursing (DPHN) manages the Public Health Nursing and Healthy Families divisions, as well as adjunct programs of the Health Department, including oversight and administration of programs, operations and personnel. The DPHN promotes individual and population public health by providing the essential services of public health within a variety of settings. Public health nursing actions are directed toward serving individuals, families and population groups with the goal of promoting and protecting health through knowledge of professional nursing practice based on public health sciences, principles, and concepts.

ESSENTIAL FUNCTIONS:

- Recruits, interviews, hires, and retains the most competent professional personnel for the department and supervises accordingly.
- Supervises and directs personnel, plans and delegates work assignments, provides orientation and approves and schedules vacation leave.
- Meets regularly with personnel to discuss assignments, provide training, and deliver/receive progress reports.
- Evaluates staff performance through written performance reviews, maintains discipline and corrective instruction, and fires employees. Adheres to and administers personnel policies set forth by the Hendricks County Employee Policy Manual.
- Develops and ensures adherence to departmental policies and procedures.
- Monitors and evaluates program needs and progress, and meets regularly with the Health Officer to develop/update plans, policies and procedures, and discuss/resolve problems.
- Manages Nursing Health Department budgets, grants, and allocations of resources to public health programs. Obtains funding, applies for grants, prepares annual budget requests and oversees purchasing for the department. Submits for approval and defends budgets as presented to the Board of Health and the County Council.
- Oversees the implementation of the Health Insurance Portability and Accountability Act (HIPAA); reviews and plans for HIPAA compliance.
- Develops department long and short range goals, including identifying public health nursing needs, projecting costs, and collaborating with other department administrators.
- Sets the vision and strategy for the Health Department together with the Health Officer and the Director of Environmental Health.

- Coordinates with the Health Officer, County Board of Health, county officials and other service agencies in the development of health policy formulation and implementation of health programs.
- Serves as technical advisor to various boards and elected officials.
- Monitors public health trends and the impact on the community.
- Works with various local and state organizations, health care providers, and schools in delivering public health services and education.
- Develops programs to disseminate information to the community regarding public health threats and ensures that programs are run efficiently and effectively.
- Updates county officials and medical community of current health problems and future needs.
- Collaborates with the medical community and Indiana State Department of Health to establish preventative public health programs.
- Provides needed public health services and/or refers citizens to other agencies in order to ensure comprehensive health and welfare services.
- Prepares ordinances to accommodate change in county health policies and medical advances, and submits them for appropriate approval.
- Interprets and enforces health regulations and ordinances.
- Serves as professional adviser and Health Department representative to outside agencies such as Division of Family and Children, Head Start, Hendricks County Health Foundation WIC Board of Directors, Healthy Families Hendricks County Advisory Committee.
- Serves as Program Director for Healthy Families Hendricks County.
- Provides professional consultation to county school nurses.
- Administrates public health nursing services for county health clinics.
- Provides public health nursing expertise to Environmental Health Specialists.
- Prepares annual report for Nursing Division and Healthy Families.
- Performs follow-up investigations of reported communicable diseases as a nurse epidemiologist and institutes outbreak controls.
- Collaborates with universities in developing practice areas for public health nursing students.
- Promotes continuing education and seminars for staff.
- Works on a multi-disciplinary team with other health and social service agencies.
- Prepares and maintains accurate records and reports, including methods of accountability and evaluation of all Public Health Nursing department services.
- Attends and reports on the department activities at the Hendricks County Board of Health meetings.
- Renders public health emergency response endeavors within the County and surrounding district.
- Directs and conducts mass prophylaxis clinics for the control of communicable diseases, i.e. bioterrorism agent, pandemic flu.
- Performs Essential and Non-Essential Functions as a Public Health Nurse.
- Plans and collaborates with department staff for quality improvement.

- Oversees the development and maintenance of a current Community Health Assessment, Community Health Improvement Plan, and Health Department Strategic Plan.
- Performs related duties as required.

NON-ESSENTIAL FUNCTIONS:

- Serves on various committees as assigned by the Health Officer, Commissioners or Board of Health.
- Performs other duties as assigned.

EDUCATION AND QUALIFICATION REQUIREMENTS:

- Bachelor of Science in Nursing degree required for public health nursing preparation, Master of Science in Nursing degree preferred
- Must be able to maintain and hold a current license to practice as a Registered Nurse in Indiana
- Minimum of five years experience as a Registered Nurse, at least two years of experience in Public Health Nursing, and minimum of two years of supervisory experience in nursing
- Comprehensive knowledge of principles and practices of public health nursing, public health programs, public health sciences and public health administration
- Knowledge of county and state health regulations, laws and ordinances
- Ability to understand and interpret public health laws and regulations
- Ability to assimilate information to relate statistical data and reports
- Ability to analyze budgetary needs and prepare annual budget request
- Public relations skills
- Ability to develop cooperative relationships in the community
- Maintain CPR certification
- Maintain TB certification
- National Incident Management System (NIMS) IS-100-400, IS-700, IS 800 certification
- Healthy Families Indiana CORE trainings for Family Support Specialist, Family Resource Specialist, and Supervisor within the first year of employment
- Must have and maintain a valid Indiana Driver's License, current certificate of vehicle insurance, and have use of a vehicle for full-time business use
- Ability to perform personnel related functions, including directing nursing and adjunct staff
- Ability to work day, evening, and week-end hours as department programs require
- Must be able to be fitted for and wear National Institute for Occupational Safety and Health (NIOSH) 95 mask
- Ability to maintain confidentiality
- Ability to establish and maintain effective working relationships with associates, clients, community groups, and other public and private agencies.
- Ability to perform, provide and document public health services in a clinic, home, or institutional setting using the nursing process of assessment, planning, implementation, and evaluation, with minimal direct supervision.

- Ability to communicate well and interact professionally, humanely, tactfully, with dignity, both verbally and in writing; follows appropriate phone etiquette
- Good conflict resolution skills
- Good organizational skills
- Good smart phone, computer, and mathematics skills
- Basic data collection, analysis and interpretation techniques
- Knowledge and use of computerized data management systems
- Attention to detail
- Ability to prioritize tasks
- Ability to work in a team atmosphere.

RESPONSIBILITY:

Responsibilities of the Director of Public Health Nursing include oversight and administration of programs, operations, and policies as well as setting the vision and strategy for the Hendricks County Health Department and its Public Health Nursing, and Healthy Families divisions. Oversees the duties established by the Hendricks County Board of Health focusing on health advocacy and disease prevention and control. The DPHN provides leadership and support for public health improvement activities and directs the planning, development, and implementation of public health services. The DPHN assesses risks, monitors health factors, develops strategies, and ensures effective communication of health information to the public for the prevention of illness, disease and health issues. Provides supervision, evaluation, and program management for the division. Responsible for program budgets as well as program compliance to local, state and federal requirements. Work is broad in scope. Professional standards and practices are established but not always clearly applicable. Incumbent applies and interprets local and state health regulations to a variety of situations. The work requires the use of judgment in determining public health needs and implementing appropriate programs, and it requires a broad knowledge of nursing and public health. Discretion must be used in administering patient care, handling employee issues, maintaining budgetary needs and providing technical advice to boards and committees.

WORKING RELATIONSHIPS:

Working relationships are with supervisors, associates in same department, other county departments, governmental boards and committees, governmental agencies, social service agencies, and the general public for the purpose of evaluating and administering medical needs, providing and receiving factual information, and problem solving. Contacts are with Health Department personnel, County and State Departments of Health, the Centers for Disease Control and Prevention, pharmaceutical companies, local health and service agencies, physicians, patients and their families, and the public. Purpose of contact is to supervise subordinates, provide information and advice to decision-making groups, provide medical treatment, and obtain cooperation.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

Work is performed in a standard medical office environment, however due to the nature of Public Health the work may be performed in the field such as in institutional, residential and business settings, indoors and outdoors with exposure to weather conditions, as well as automobile driving risks. There is exposure to direct physical contact with patients and human bodily fluids. There may be exposure to potential health hazards, such as communicable diseases, blood borne pathogens, insects and other disease vectors, toxins, hazardous materials, chemicals and animals. In all settings, employees in this classification may occasionally need to relate to members of the public who exhibit challenging, atypical or hostile behaviors and/or communication. Demands of the position may require the incumbent to carry a county provided cell phone. Physical requirements to perform the duties of this job include the ability to sit, talk, and use hands to finger, grasp, feel, and write. Duties will also require employee to reach with hands and arms, stand, walk, stoop, kneel, crouch, crawl, and smell. May occasionally lift and/or move up to 50 pounds. Specific vision abilities include close vision, distance vision, peripheral vision and depth perception for patient assessments, driving a car and reading typewritten documents, computer monitor and phone screen. Hearing ability must be sufficient enough to communicate with others effectively in person, over the phone, and via video communication. All reasonable accommodations will be made in compliance with the Americans with Disabilities Act and any other applicable federal or state law. The Director of Public Health Nursing may be called upon for extraordinary service in case of public health emergencies, such as bioterrorism or other community disasters and may be required to report for specialized assigned duties or perform emergency response roles, inside or outside of Hendricks County. On call 24 hours a day, 7 days a week. This position works with at risk populations such as infants and acutely/chronically ill patients who may be more susceptible to vaccine preventable diseases; therefore this position will comply with the department's Personnel Immunizations Policy.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT:

The job description for the position of Director of Public Health Nursing in the Health Department describes the duties and responsibilities 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

Printed Name

