



JOB DESCRIPTION

Title	Clinic Manager/Nursing Supervisor	Created	March 2021
Department	Public Health	Revised	
Job Class	M 7	Safety Sensitive	Yes
Labor Union	Oregon Nurses Association	FLSA	Exempt

Purpose

Supervises the nursing programs and staff within Public Health. Performs administrative, management, and training duties. Works with the community to assess and coordinate programs. Serves as part of a multi-disciplinary supervisory team. Performs clinical duties of a registered nurse as needed.

Essential Functions

- Assesses the public health needs within the community and appropriate groups. Plans and develops programs with a primary focus on prevention and health promotion.
- Supervises nurses and other assigned staff. Supervisory duties include scheduling and directing work, coaching, appraising performance, and providing consultation to staff. Works with the Public Health Director and Human Resources to recruit and onboard new employees.
- Analyzes services and health data and incorporates results into program planning and implementation. Participates in evaluation of activities. Documents results of and changes in program operations.
- Establishes standards and directs nursing practices to ensure high quality professional service and compliance with the Nurse Practice Act.
- Participates in the development of departmental and program policies and procedures.
- Provides staff development and ongoing training resources and in-service education programs for nursing staff as well as individual guidance, performance evaluation, and other staff development techniques.
- Performs scheduled reviews of chart notes and inventory tracking procedures, and monitors policies/procedures to ensure current compliance requirements are being met.
- Maintains records and required data collection systems for projects and writes required reports. Ensures all client assessments are completed according to schedule.
- Serves on a multi-disciplinary management team to assist in planning and development of an integrated service system.
- Works to plan with other community health providers and agencies and to exchange information.
- Prioritizes services and allocates staff accordingly.
- Participates in budget, grant preparation, and expenditure monitoring.
- Represents Clatsop County Public Health to community groups, agencies, and the media. Provides education to the community on public health issues.



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- Administers and supervises nursing program areas and assigned staff including but not limited to communicable disease control, maternal-child health services, family planning services, nurse home visit program, emergency preparedness/outbreak response, WIC, immunizations, and HIV.
- May represent the Public Health Director in his/her absence.
- Performs related duties as required.

Auxiliary Functions of the Position: In the event of a declared emergency by the Board of County Commissioners, the employee is subject to a temporary emergency assignment according to the Emergency Management Plan, for which prior preparation or cross-training may occur in an occasional "tabletop" test exercise. The employee will return to his/her regular assignment upon the vacation of the declaration of emergency.

Mandatory Qualifications

Requires a bachelor's degree in nursing or equivalent combination of experience and training from an accredited school of nursing including a minimum five (5) years' increasingly responsible experience in public health nursing involving supervision and program management. Currently licensed by the State of Oregon as a Registered Nurse. Experience in planning immunization practices and other clinic services is essential. Requires excellent written and verbal communication skills.

Requires knowledge of and familiarity with:

- Nursing diagnosis and patient education including diagnosis and treatment of communicable diseases.
- Meeting deadlines and working independently in cooperation with agency, community, and industry representatives.
- Maintaining confidentiality of sensitive information.
- Teaching and working with professional and lay groups, and supervising nursing professional, technical, and para-professional personnel.
- Planning, developing, and implementing public health programs.
- Staff supervision and strong team building.
- Effective time management and organization.
- Overseeing administrative details.
- Working with culturally diverse populations.
- Working effectively as part of an inter-disciplinary team.
- Willing to work a flexible schedule including occasional weekends and after hours.

Desired Qualifications

Masters in public health, nursing, health administration, or business administration

Physical Demands

Physical demands for this position are minimal consisting of occasional moving of files, books, and materials up to 25 lbs. This position does require standing, walking, climbing stairs, and sitting for long periods.



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Working Conditions

Typical office and clinical environment(s). There is a high potential for exposure to people with infectious diseases. Working with or around controlled or hazardous substances is a normal part of the job.

Supervisory Responsibility

Direct supervision of no more than 10 nurses, medical assistants, and support staff. May provide technical nursing instruction to volunteers and nursing students.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREES ASSIGNED TO THIS JOB.