

LOCAL HEALTH PERSONNEL JOB DESCRIPTION

CLASS TITLE: Nurse Supervisor	
TITLE CODE: 2004	SERIES: Nursing Series
SELECTION METHOD: 100% qualifying	SALARY: (MIN-MID) \$28.79-\$35.80 GRADE: 23 SPECIAL ENTRANCE RATE: May be adjusted at agency's discretion based upon additional education & experience.
POSITIONS IN THIS CLASS GENERALLY REPORT TO: Nurse Supervisor or other appropriate staff.	
PRIMARY USER AGENCY: LOCAL HEALTH DEPARTMENT	

CHARACTERISTICS OF THE CLASS: CHARACTERISTICS OF A CLASS ARE GENERAL STATEMENTS INDICATING THE LEVEL OF RESPONSIBILITY AND DISCRETION OF POSITIONS IN THAT JOB CLASSIFICATION.

Under limited supervision provides direct supervision of assigned nursing and other agency staff, including the completion of performance evaluations. May serve as a coordinator of services for a program area such as HANDS, Home health, School Health, Health Start, etc. Manages program resources. Assures that accurate information is documented appropriately according to program standards. Prepares programmatic reports as required by the local, state or federal guidelines. Participates in Bioterrorism and Emergency Preparedness activities. May provide direct client care as needed and time permits.

MINIMUM REQUIREMENTS: MINIMUM REQUIREMENTS ARE COMPREHENSIVE STATEMENTS OF THE MINIMUM BACKGROUND AS TO EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS WHICH WILL BE REQUIRED IN ALL CASES AS EVIDENCE OF AN APPOINTEE'S ABILITY TO PERFORM THE WORK PROPERLY.

EDUCATION: See Special Requirements

EXPERIENCE: Five (5) years of Registered Nurse (RN) experience in public health.

SUBSTITUTION CLAUSE:

EDUCATION: N/A

EXPERIENCE: BSN may substitute for two (2) years required experience. Master's Degree in Nursing, Nursing Administration, Nursing Education or Public Health may substitute for three (3) years experience.

SPECIAL REQUIREMENTS: (AGE, LICENSURE, REGULATION, ETC.)

Must have RN license in Kentucky or compact state.

POST EMPLOYMENT REQUIREMENTS: EMPLOYEES IN THIS CLASS WILL BE REQUIRED TO OBTAIN CREDENTIALS OUTLINED BELOW WITHIN A REASONABLE TIME. OR IF EMPLOYEES POSSESS SUCH CREDENTIALS AT THE TIME OF HIRE THEY WILL BE REQUIRED TO MAINTAIN THOSE CREDENTIALS SO LONG AS THEY ARE EMPLOYED IN THIS CAPACITY.

Must have RN license in Kentucky or compact state. Must complete required annual updates.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE CLASSIFICATION: EXAMPLES OF DUTIES OR RESPONSIBILITIES ARE NOT TO BE CONSTRUED AS DESCRIBING WHAT THE DUTIES OR RESPONSIBILITIES OF ANY POSITION SHALL BE AND ARE NOT TO BE CONSTRUED AS LIMITING THE APPOINTING AUTHORITY'S ABILITY TO ADD TO, OR OTHERWISE ALTER THE DUTIES AND RESPONSIBILITIES OF A POSITION.

Makes observations of the delivery and quality of client care and leads quality improvement activities; reviews schedules for assigned clinics; prepares work schedules and makes daily nursing assignments including any follow-up activities; Provides personal, operational and financial management of assigned program; provides leadership in effective strategies planning, review and development of policies; directs Quality Improvement activities for the program; promotes teamwork; facilitates staff meetings for assigned staff; interprets and applies laws, rules, regulations and policies applicable to the assigned program activities; monitors and enforces compliance to programmatic, federal, state and local rules and regulations; conducts surveillance and maintenance of appropriate equipment for compliance and issues notifications of any violations or variances to standards; may supervise staff consistent with the Kentucky Board of Nursing Advisory Opinion on Delegated Authority, as well as local and state guidelines. Participates in the disciplinary process of assigned staff as needed; participates in meetings of supervisors and other administrative staff and models effective clinical decision making skills

TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS: INCUMBENTS IN THIS CLASSIFICATION WILL TYPICALLY PERFORM THEIR PRIMARY JOB DUTIES UNDER THESE CONDITIONS. THESE CONDITIONS MAY CHANGE ON OCCASION IN PERFORMING THE DUTIES OF AN INDIVIDUAL POSITION.

Work typically is spent inside the clinic.

ADDITIONAL REQUIREMENTS:

Applicants and employees in this classification may be required to submit to a drug screening test and background check according to the agency's policies.

DATE CLASS ESTABLISHED: 7/1/07

DATE OF LAST REVISION: 10/3/2022

THE LOCAL HEALTH DEPARTMENTS DO NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, ANCESTRY OR VETERAN STATUS. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.