

TITLE: NURSING SUPERVISOR
DEPARTMENT: HEALTH

FUNCTION: Assists in the development and updating of policies and procedures in a governmental nursing division; develops and maintains a continuing education program for all staff members as necessary; supervises all activities of the employees in the nursing division; promotes and implements health programs in the community that focus on public health promotion and prevention/wellness; supervises the investigation and control of communicable diseases and the response to emergencies within the City; maintains effective communication and collaboration with multi-disciplinary agencies; provides clinical leadership throughout the Public Health Department by providing educational sessions and updated information to healthcare professionals, public safety workers and residents for the purpose of building a healthy community.

SUPERVISION RECEIVED: Works under the general supervision of the Health Director and the Massachusetts Department of Public Health, when indicated.

SUPERVISION EXERCISED: Supervises all Nursing Division Staff, including the Public Health Nurses, Public Health Aide, clerical support staff and Lead Inspector.

QUALIFICATIONS: Current valid license as a Registered Nurse issued by the Commonwealth of Massachusetts Board of Registration in Nursing, which must be maintained by obtaining mandated continuing education credits. Current valid Massachusetts' motor vehicle license. Baccalaureate of Science degree in Nursing, Master's Degree in Public Health, or related field, and/or prior experience in Public Health, and five years of progressive management in healthcare and ambulatory nursing preferred.

DUTIES AND RESPONSIBILITIES: Assists the Health Director as needed, including attendance at the monthly BOH meetings, manages Nursing Division staff schedules and work assignments, Trains and supervises clerical staff in regard to proper screening of walk-in clients, telephone calls, complaints, referrals and a variety of health issues. Conducts staff meetings as necessary to discuss department issues and review protocols. Provides supervision and oversight for the Lead Inspector in accordance with the Massachusetts Childhood Lead Poisoning Prevention Program. Reviews, modifies and/or updates medical information, presentations, policies or procedures as needed or required within the division, or in accordance with the Massachusetts General Laws. Arranges/develops educational presentations for the community or healthcare agencies that address emerging diseases or health and safety issues. Schedules relevant continuing education sessions for department nurses based on need and/or availability. Completes performance evaluations for all Nursing Division staff. Conducts position interviews for any Nursing Division vacancy as needed. Orders and maintains the medical supply inventory, and all vaccines for depot and immunization clinic inventories. Submits the annual provider enrollment and monthly vaccine usage forms for the vaccine depot and immunization clinic. Orders/downloads printed materials to maintain updated forms and literary resources. Schedules medical waste pick-up; insures safe handling of potentially hazardous items. Supervises/assists the clerks and nurses with the weekly immunization clinics, associated fee collection and filling vaccine orders. Facilitates annual flu clinics, which includes scheduling and advertising of public sites, homebound flu program and high-risk congregate settings,

managing the vaccine and fee collection, preparing the monthly usage reports and submitting any reimbursement claims to insurance providers for vaccine administration to seniors. Arranges immunization clinics to offer prophylaxis to individuals in high-risk settings. Supervises communicable disease case investigations that include identifying contacts, instituting control measures, providing education, collaborating with healthcare providers and reviewing completed case reports, as well as, additional support to the nurse who is managing tuberculosis, food-borne illnesses or high-risk cases. Reviews and updates the Blood-Borne Pathogen Policy for City employees. Arranges and assists with the presentation of this policy for public safety workers and assists with administering any required vaccines. Supervises the process of issuing burial permits and associated fee collection, Participates in all aspects of emergency planning for the City of New Bedford including: attendance at coalition and planning meetings, collaboration with community service agencies, continuing education and training for emergency response, and maintaining a membership role in the Homeland and Health Alert Network. Provides guidance and support to the Coordinator of the Greater New Bedford Medical Reserve Corps, which is based at the New Bedford Health Department. Provides guidance and assistance in preparing reports that document specific department services at the request of the Director, the Mayor or the State. Maintains membership on the PACE Head Start Program Health Services Advisory Committee.

REQUIRED SKILLS: Exceptional judgment and discretion in confidential discussions; adherence to HIPPA guidelines, client confidentiality, and Massachusetts General Laws as a *mandated reporter*. Excellent verbal/written communication skills, record documentation skills, interpersonal skills, and effective leadership skills, including teamwork building, communication, collegiality, flexibility, trustworthiness and patience that exhibit knowledge, accuracy, fairness and sensitivity , Office management skills, basic computer knowledge and familiarity with Microsoft Word, Excel, and Outlook electronic mail programs. Knowledge of inventory management practices, and grant writing skills are preferable. Ability to maintain and promote safety and infection control practices throughout the department.

EQUIPMENT USED: Blood pressure equipment, scales, needles and syringes, personal protective equipment, automated external defibrillator, hemoglobin meter, hearing and vision screening equipment, computers, printers, copiers, facsimiles, laptops, projectors, office telephones and operates a motor vehicle on a regular basis.

PHYSICAL REQUIREMENTS AND THE WORK ENVIRONMENT: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. This is a non-smoking work-site.

Hand/eye coordination, visual acuity, talking and hearing is necessary. Walking, standing, sitting, climbing, reaching, lifting, moving and carrying objects utilizing proper body mechanics is essential. Operation of equipment, presence of children, large volumes of clients and specific work sites in the community may be responsible for increased noise levels or high vibrations. Some duties may require extended periods of outdoor work with exposure to a variety of weather conditions. Exercising caution when handling medicines, hazardous materials and trash, as well as specimen and sharps containers is a priority. Personal safety and avoidance of suspicious

situations or threats takes precedence. Work is performed in both an office, motor vehicle, and within various settings throughout the community. The employee must occasionally lift and/or move up to ten (10) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. The work environment is usually hectic and unpredictable requiring the ability to adapt and respond calmly and professionally to public health issues and emergencies.

SELECTION GUIDELINES: Formal application; rating of education and experience; oral interview and reference check; and job related tests. Documentation of three doses of Hepatitis B vaccine or blood test proving immunity, tuberculin skin test, CORI (Criminal Offender Record Investigation) required prior to employment.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and applicant/employee and is subject to revision by the employer as the needs of the employer and requirements of the job change.