

PUBLIC HEALTH NURSE SUPERVISOR

Recruitment #1501-4802-001

List Type Original

Requesting Department HEALTH DEPARTMENT

Open Date 2/5/2015

Filing Deadline 2/27/2015 11:59:00 PM

HR Analyst Cassandra Scherer

PURPOSE

The Public Health Nurse Supervisor assigned to the Prenatal Care Coordination (PNCC) program of the Family and Community Health Division of the Milwaukee Health Department manages three programs and clinic staff including the PNCC home visiting program and two newborn screening programs. The Supervisor oversees a team of four PNCC nurses, two Newborn Screening nurses, two Public Health Nurse Coordinators and two Clinic Assistants.

ESSENTIAL FUNCTIONS

45% Program Management and Development

- Develop, integrate and monitor program goals and objectives to ensure that program outcomes and grant requirements are achieved.
- Oversee and assure timely and accurate data input, nursing charting, immunization forms and billing data.
- Monitor case management to ensure the development of realistic and effective care plans to help clients.
- Develop and maintain home visiting protocols and clinic policies and procedures.
- Respond to concerns, questions and complaints from staff, health center clients and community partners.
- Complete weekly, monthly and annual reports as requested for the Family and Community Health Division.
- Participate in Continuous Quality Improvement for nursing activities.
- Provide leadership and recommendations to develop seamless service provision in routine programs and during a public health emergency (ICS).
- Participate in various MHD committees and assist in strategies for implementation; Work closely with the FCH Operations Manager, Director, Medical Director, Manager of Nursing Practice, and other Program Managers and Directors.
- Assist in the development of new maternal and child health programs in response to community health needs and trends.
- Seek out supportive grant funding opportunities.
- Provide professional expertise to related MHD projects and proposals as needed.

40% Staff Supervision:

- Interview potential candidates for Public Health Nurse and other positions to make hiring and assignment recommendations.
- Provide staff supervision and evaluation of Public Health Nurses, Clinic Assistants and administrative support staff.
- Provide orientation, teaching and guidance to staff to assure safe practice and quality of services.
- Act as advisor/mentor and supervisor for clinical nursing and social work practice issues and concerns.
- Review client caseloads to monitor staff ability to build and manage caseloads.

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- Hold regular staff meetings that promote education, training, service provision and program accountability.
- Develop standards and procedures for evaluating services.
- Assume oversight relative to the quality of immunization practices and home visiting service delivery.
- Conduct ongoing assessment of staff development needs to maintain best practices in current public health and nursing practice.
- Manage administrative processes including payroll processing, mileage, Family Leave, and time cards in an accurate and timely manner.
- Manage schedules, including employee time off and schedule changes to assure adequate staffing.

15% Community Collaboration:

- Develop and maintain community referral sources.
- Participate in community coalitions and advisory groups representing public health nursing.
- Support nursing, medical and other student placements within the Department.
- Identify, support, and maintain primary partners around healthy pregnancy and birth outcomes, infant mortality reduction, clinic services and home visiting service delivery.
- Represent the MHD at meetings, committees, programs and in other community efforts related to the reduction of infant mortality; and other initiatives in the department as requested.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

MINIMUM REQUIREMENTS

1. Bachelor's degree in Nursing (BSN) from an accredited college or university.
 - **IMPORTANT NOTE: To receive credit for college, transcripts are required and must be received by the application period closing date.** College transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected.
2. Three years of experience in public or community health.
3. Valid driver's license and availability of a properly insured vehicle at time of appointment and throughout employment.
4. License to practice professional nursing in Wisconsin or eligibility for license.

DESIRABLE QUALIFICATIONS

- Master's degree in nursing or public health from an accredited college or university.

KNOWLEDGES, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

- Knowledge of principles, methods, techniques and procedures of current professional nursing, public health and public health nursing.
- Knowledge of laws, regulations and administrative requirements governing the public health nursing profession.
- Knowledge of current trends and best practices in the fields of nursing, health care services and public health.

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- Knowledge of home visiting programs and of health care delivery systems.
- Knowledge and ability to work with computer applications, including the internet, spreadsheet, database and word processing software.
- Interpersonal skills, including the ability to build and maintain good working relationships with a multi-cultural, multi-disciplinary staff, the public, the media, City officials and with other agencies and to provide services in a culturally sensitive manner.
- Oral communication skills including the ability to provide clear and concise information and to make presentations, both internally and externally.
- Written communication skills, including the ability to communicate information and ideas in writing in an understandable and clear manner.
- Ability to supervise and manage team dynamics of a multi-disciplinary and diverse staff.
- Skill in analyzing and evaluating data and information and making appropriate recommendations.
- Ability to apply the principles, practices and techniques of professional nursing.
- Knowledge and ability to create and manage budgets, grant proposals and contracts.

CURRENT SALARY

The current starting salary (PG 1DX) for City of Milwaukee residents is \$54,865 annually, and the non-resident starting salary is \$53,519. Appointment above the minimum is possible. An excellent benefit package is also offered.

SELECTION PROCESS

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

INITIAL FILING DATE - The examination will be held as soon as practical after **February 27, 2015**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.