

COMMUNITY HEALTH NURSING ADMINISTRATOR

JOB TITLE: Community Health Nursing Administrator

GRADE: 22

JOB CODE: 2010

DATE: 11/8/95

GENERAL FUNCTION: Under administrative direction of the Director of Community Health Nursing or the Director of the local health department, would be responsible for the management functions (planning, directing, organizing) of a major program such as home health, or several programs provided by the department serving a multi-county or other geographical area coordinates a health departments programs of nursing services and supervises nurses and other related staff. The majority of time is spent in directing and supervising staff working in the program(s) area. Limited time would be spent in direct patient care.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Directs the implementation of the nursing care program

- a. interprets and facilitates department policy to ensure uniform delivery of services within the program(s);
- b. establishes and maintains standards of care for medical programs and nursing practice;
- c. outlines procedures in accordance with established standards and policies for the fulfillment of program goals and ensure compliance with safety and infection control;
- d. implements organizational and/or staffing changes as necessary to provide for adequate coverage.

Ensures agency compliance with federal and state rules and regulations.

Supervises professional nurses and supportive staff in the delivery of program services;

- a. ensures quality of care of services;
- b. provides technical assistance to nurses in the delivery of nursing care;
- b. evaluates the performance of subordinate nursing and related staff and prepares formal reports of performance;
- d. conducts periodic review of patient/client medical records, nursing care plans, and nursing service related reports to ensure proper delivery and documentation of services;

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- e. participates in employee recruitment, interviewing and hiring.

Assess quality and utilization services and resources:

- a. forecasts future program needs;
- b. develops plans for maintenance and improvement of services and makes recommendations to appropriate management and supervisory staff;
- c. develops and implements plans for continuing education and in-service training of appropriate staff;
- d. participates in utilization care conferences, billing audits and quarterly record review;
- e. supervises staff training in nursing technique and procedures;
- f. develops and maintains clinic or program records;
- g. collects statistical data and prepares comprehensive reports regarding health services or program activities.

Assists in budget preparation and monitors revenues and expenditures as appropriate or according to program requirements.

Provides for clinical experience for nursing students.

Represents the local health department at local (including the Board of Health), state and regional meetings.

SUPERVISION RECEIVED: Policy direction only; incumbent sets virtually all objectives.

SUPERVISION EXERCISED: Direct supervision of supervisory staff, indirect supervision of nursing and supportive.

JOB SPECIFICATIONS:

Knowledge and Abilities: Extensive knowledge of nursing theory, procedures and techniques. Ability to assess type and amount of nursing services required, selecting priorities, planning schedules and assigning tasks. Ability to evaluate quality of nursing care and the performance of staff. Considerable knowledge in the application and demonstration of nursing techniques, procedures and instruments. Working skill in assessing the staffing and equipment needs. Considerable ability to establish, interpret

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and implement policies, procedures and treatment plans in accordance with program/agency standards. Knowledge of community resources to assist clients/patients. Knowledge of management and public administration principles and practices.

Minimum Education, Training, and Experience Requirements: Bachelors of science degree in nursing from an accredited college or university. Three (3) years of experience in a public health/community health setting with at least one (1) year in a supervisory or management capacity

OR

An associate degree in nursing from an accredited university or college and five (5) years of experience (three (3) of which should be in public health or community health and one (1) year in a supervisory or management capacity).

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.