

## LOCAL HEALTH PERSONNEL JOB DESCRIPTION

<b>CLASS TITLE:</b> Nurse Supervisor I		
<b>TITLE CODE:</b> 2128	<b>SERIES:</b> Nursing Series	
<b>SELECTION METHOD:</b> 100% qualifying		<b>SALARY: (MIN-MID) \$19.38-\$24.73</b> <b>GRADE: 22</b> <b>SPECIAL ENTRANCE RATE:</b> May be adjusted at agency's discretion based upon additional education & experience.
<b>POSITIONS IN THIS CLASS GENERALLY REPORT TO:</b> Nurse Administrator, Director of Nursing or designee		
<b>PRIMARY USER AGENCY:</b> 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 of the Nurse Supervisor II, Nurse Administrator, Director of Nursing or designee provides direct supervision of assigned nursing and other agency staff, including the completion of performance evaluations. May coordinate specific program areas, such as Home Health, HANDS or School Health. 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:** Three (3) years of Registered Nurse (RN) experience.

**SUBSTITUTION CLAUSE:**

**EDUCATION:** N/A

**EXPERIENCE:** BSN may substitute for one (1) year required experience. Master's Degree in Nursing, Nursing Administration, Nursing Education or Public Health may substitute for two (2) 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; coordinates client flow as needed; provides appropriate feedback to assigned staff including providing immediate, intermediate and formal summary performance evaluations; 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 or community setting.

**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:** 09/18/08

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.