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| **Job Title:** | ***Director of Nursing*** | **Job Category:** | *Administrative* |
| **Department/Group:** | *Clinic* | **Pay Classification:** | *Exempt* |
| **Level/Salary Range:** | *$29.25-32.21* | **Position Reports to:** | *Health Commissioner* |
| **Civil Service Classification:** | *Unclassified* | **Position Type:** | *Full time* |
| **Date Revised:** | *1/1/2019* |

**Role and Responsibilities**

Under general supervision, the Director of Nursing manages the medical and dental clinics and plans/directs healthcare education services provided to the local community. Individual may also assist with the actual delivery of care provided in such clinics.

**Experience and Education Requirements**

Must possess a bachelors’ degree in nursing and hold licensure in State of Ohio as a registered nurse with five (5) years public health nurse work experience, two (2) of which must be in a supervisory capacity or an equivalent combination of education and work experience in the in public health nurse capacity. A Masters’ degree is preferred. Must have demonstrated prior experience to organize and direct the work of others.

Valid Ohio driver’s license and acceptable driving record is required.

**Public Health Competencies and Essential Duties**

**Public Health Science**

1. Applies public health sciences in the administration and management of programs
2. Uses evidence in developing, implementing, evaluating, and improving policies, programs and services
3. Identifies laws, regulations, and polices for the ethical conduct of research

**Community Dimensions of Practice**

1. Engages community members to improve health in the community
2. Uses community input for developing, implementing and evaluating policies, programs and services
3. Advocates for policies, programs and services that improve the health of the community
4. Maintains relationships that improve health in the community
5. Facilitates collaborations among partners to improve health in the community
6. Establishes relationships to improve health in the community

**Leadership and Systems Thinking**

1. Incorporates ethical standards of practice into all interactions with individuals, organizations and the community
2. Provides opportunities for professional development for individuals and teams
3. Contributes to continuous improvement of individuals, program and organizational performance
4. Ensures use of professional develop opportunities by individuals and teams

**Policy Development and Program Planning**

1. Develops program goals and objectives
2. Contributes to the development of the organizational strategic plan
3. Implements organizational strategic plan
4. Develops options for policies, programs and services
5. Implements policies, programs and services
6. Implements strategies for continuous quality improvement

**Communication and Cultural Competency**

1. Facilitates communication among individuals, groups and organizations
2. Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial, and ethnic backgrounds, sexual orientations, lifestyles and physical abilities.
3. Adheres to ethical principles and Tuscarawas County Health Department policies in the collection, maintenance, use, and dissemination of data and information.
4. Communicates in writing and orally with linguistic and cultural proficiency
5. Recognizes ways diversity influences policies and programs
6. Ensures diversity of individuals and populations is addressed in programs and services
7. Describes the value of a diverse public health workforce
8. Advocates for a diverse public health workforce

**Analytical / Assessment Skills**

1. Interprets quantitative and qualitative data
2. Resolves gaps in data
3. Develops program goal and objectives

**Financial Planning and Management**

1. Manages programs within current and projected budgets and staffing levels
2. Motivates personnel for the purpose of achieving program and organizational goals
3. Implements policies and procedures of the governing board
4. Justifies programs for inclusion in organizational budgets
5. Develops program budgets
6. Defends program budgets
7. Prepares proposals for funding
8. Negotiates contracts
9. Develops performance management systems
10. Uses performance management systems for program and organizational improvement

**Essential Duties**

1. Plans, develops, and implements patient centered health programs for the district.
2. Coordinates medical and dental clinic employee work schedules and assigns work.
3. Administers and enforces agency policies for various departments managed.
4. Develops, implements, and administers departmental policies.
5. Attends regular board, management, and committee meetings and is required to be punctual at such meetings.
6. Serves on Quality Improvement Committee, Accreditation Committee, and other committees as required or directed by Health Commissioner.
7. Holds monthly meetings with departmental staff.
8. Evaluates competency of staff continuously and plans in-service training as necessary.
9. Completes and turns in staff evaluations by required deadlines on an annual basis.
10. Acts as communication liaison between staff, Health Commissioner, and Board of Health.
11. Ensures staff compliance with policy manual.
12. Assists with grant writing and then completes grant and other required mid-year and year-end reporting by designated due dates.
13. Coordinates the Community Partners meetings.
14. Participates and reports to ODH on yearly Public Health Emergency Preparedness drills.
15. Assists in Infant Fatality Review Board activities.
16. Assists on clinic staff on an as needed basis with delivery of clinic patient care. This includes assisting with medical exams, maintaining/updating patient records, administering immunizations/injections, administering medications prescribed by physician, completing patient referral forms, performing patient follow ups, etc.
17. Prepares monthly program reports with statistical summaries of departmental activities within required timelines.
18. Assists with development of department budgets and is responsible for actively administering such budgets that includes managing of employee work schedules, purchasing of department supplies, etc.
19. Pursues additional program funding sources in conjunction with Director of Accounting.
20. Acts as a liaison between Health Department and other community agencies for public health issues and makes presentations to various community groups.
21. Maintains and increases knowledge and skills through attendance at meetings, conferences, training seminars and in-service training
22. Performs other duties as directed by the Health Commissioner.
23. Regular, punctual attendance

**Behavior Expectations**

Treats others with courtesy and respect in all interactions.

**Working Conditions**

Answers telephone calls and routinely uses standard office equipment such as computers, telephones, copier and fax machines, etc. Individual bends, reaches, pushes, and pulls file drawers to file information.

Vision abilities required are up close vision and the ability to adjust and focus.

Must be to lift and/or move up to 10 pounds, and frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds.

**Additional Notes:**

Position is subject to a 180 probationary period as outlined in the TCHD policy manual.

Reviewed and Signed By:

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| **Employee Signature:** |  | **Date:** |  |
| **Health Commissioner Signature:** |  | **Date:** |  |