



City of Kansas City, Missouri Job Class Specification

Job Title: PUBLIC HEALTH NURSE SUPERVISOR **Department:** HEALTH
Job Code: 4032 **Status:** NONEXEMPT **Grade:** NE-9

Summary

This is responsible supervisory public health nursing work in the supervision of public health nursing or public health activities, and/or coordinating and providing services for clients with specialized needs.

Work involves responsibility for planning, supervising, and participating as necessary in public health programs and in staff education and development activities. Work requires the exercise of considerable autonomous judgment and initiative in work assignments. Work is planned in conference with a supervisor and the employee assists in carrying out the program. Work is reviewed by observation, conferences, submitted reports and results achieved.

Duties and Responsibilities

- Plans clinics, schools, and home visiting schedules for staff.
- Supervises the work of subordinates by review of case histories and written reports, by accompanying staff on field or clinic visits, and by conferences on special problems.
- Orients, instructs, and trains nurses and students by conducting formal and informal classes and discussions by giving advice on specific problems, and by working arrangements for advanced training.
- Confers with administrative and technical superiors concerning the public health program activities; assists in analyzing and solving specific nursing problems; ascertains that new or modified procedures and solutions are properly applied; evaluates the performance of subordinate staff personnel and recommends appropriate personnel action.
- Manages all aspects of a public health program, including administration, budgeting, and personnel functions.
- Participates in a variety of public health education and program interpretation activities by giving lectures and talks to neighborhoods, schools, and other groups; attends and participates in staff meetings and professional conferences.
- Maintains proper standards of public health nursing through assessment of nursing services; assists in developing manuals, guides, forms, etc., utilized in service delivery.
- Provides consultative advisory educational service on the technical advances in public health nursing skills, practice and service.
- Participates as a member of an interdisciplinary team in locating, coordinating and monitoring clients' services, and assures effective and efficient access and provision of necessary and comprehensive services for the client.
- Assists in interpreting and implementing policies based on the needs and priorities of the community.
- Performs related duties as required.

Technical Skills	<p>Thorough knowledge of: The principles, practices, and techniques of professional nursing and community, county, and state resources available to persons in need of health and social services.</p> <p>Considerable knowledge of: Current developments in the field of public health nursing.</p> <p>Ability to: Train, supervise, and coordinate the work of subordinate public health nurses and other staff and to assist them in applying the principles and practices of public health. Establish and maintain effective working relationships with employees, personnel of other agencies, patients, and the public.</p>
Education and Experience	<p>Completion of an ADN or diploma program in nursing and two (2) years experience as a registered nurse.</p> <p>OR</p> <p>Registration or certification as a nurse practitioner or nurse clinician from a program recognized by the Missouri State Board of Nursing</p>
Certificates/ Licenses/Special Requirements	<ul style="list-style-type: none">▪ Possession of a current license or temporary permit (for transfers from other states) as a registered nurse as issued by the Missouri Board of Nursing. A current license must be obtained by transfers within six months of the date of the permit issuance.▪ Must pass a physical examination as prescribed by the City.▪ Must pass a background check as prescribed by the City.▪ May be required to pass a preemployment drug screen.
Supervisory Responsibility	<p>Supervision is exercised over assigned personnel.</p>
Supervision Received	<p>Work is performed under general supervision.</p> <p>Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.</p>
Created	
Revised	6/96, 9/06, 5/20, 8/22