

PUBLIC HEALTH NURSE SUPERVISOR

Milwaukee Health Department

The City of Milwaukee Health Department (MHD), a leader in assuring that Milwaukee is the healthiest city in the nation, has an immediate opening for a talented manager.

The Public Health Nurse (PHN) Supervisor assigned to Team Nursing of the Maternal and Child Health (MCH) Bureau, provides leadership, oversight, and coordination of clinic and home visiting activities associated with the Team Nursing program. The PHN Supervisor provides support, training, consultation, and supervision to Public Health Nurses, Public Health Social Workers, Clinic Assistants and support staff. As well as offering walk-in clinics, the Team Nursing program provides home visits, education, and referrals to at-risk families, providing a "safety net" to the most vulnerable members of our community.

ESSENTIAL FUNCTIONS:

Program Management and Development (45%):

- Develop, integrate and monitor program goals and objectives for Team Nursing and other programs to ensure that program outcomes and grant requirements are achieved;
- Oversee and assure timely and accurate data input, nursing and social worker charting, immunization forms and billing data;
- Coordinate the development of standardized case management, home visiting protocols and clinic policies and procedures;
- 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 staff nursing committees and assist in strategies for implementation; Work closely with the Family & Community Health Division 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; and
- Perform other duties as assigned.

Staff Supervision (40%):

- 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, Social Workers, Clinic Assistants and administrative support staff;
- Provide orientation, teaching and guidance to staff to assure safe practice and quality of services;
- Monitor and implement sufficient staff supervision to ensure the development of realistic and effective care plans to help clients;
- 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;
- 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 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.

Community Collaboration (15%):

- 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.

MINIMUM REQUIREMENTS:

1. Bachelor's Degree in Nursing (BSN) from an accredited nursing program. Master's degree with a major in nursing, administrative leadership, public health or related field is preferred.
2. At least three years of experience in public health 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.
5. Residency in the City of Milwaukee within 6 months of appointment and throughout employment.

NOTE: Equivalent combinations of education and experience may be considered.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- ❖ Demonstrated knowledge of home visiting programs, of public health initiatives and of health care delivery systems, especially those relating to maternal and child populations.
- ❖ Ability to supervise and manage team dynamics of a multidisciplinary and diverse staff in a unionized civil service environment.
- ❖ Strong interpersonal, leadership and mentoring skills.
- ❖ Strong oral and written communication skills.
- ❖ Ability to build and maintain good working relationships with a multi-cultural, multi-disciplinary staff, the public, the media, City officials, and other agencies.
- ❖ Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- ❖ Knowledge and ability to create and manage budgets, grant proposals and contracts.
- ❖ Knowledge and ability to work with computer applications, including the internet, spreadsheet, database and word processing software.

THE CURRENT SALARY RANGE (07) is: \$53,519 to \$74,922 annually with excellent benefits. Recruitment is normally at the beginning of the range.

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

The examination will be held as soon as practical after **November 21, 2008**. Receipt of applications may be discontinued any time after this date without prior notice. Qualified applicants will be notified of the date, time and place of the examination.