

NURSING PRACTICE MANAGER

(Director of Nursing)

Milwaukee Health Department

PURPOSE:

Responsible for providing leadership and oversight for MHD nursing practices and assuring that public health nurses demonstrate quality nursing practices, facilitate the documentation and review of written policies and procedures to accurately reflect current nursing practices and assure that MHD nursing programs are compliant with state statutes and other laws governing public health nursing practices.

ESSENTIAL FUNCTIONS:

- Provide leadership to assure safe and competent public health nursing practice in all divisions of the Milwaukee Health Department.
- Keep abreast of current public health nursing best practices and provide leadership in the development, dissemination, and maintenance of public health nursing standards of best practice consistent with Wisconsin's health system.
- Assure MHD compliance with state statutes and other laws governing public health nurse and nursing practice.
- Collaborate with management in the identification, development and review of written policies and procedures to ensure that they are accurate and up to date.
- Proactively facilitate and maintain a system of communication among staff, management and MHD leadership by recognizing current and emerging nursing practice issues. Communicate nursing practice issues, so staff can prepare to meet new public health challenges.
- Provide leadership and participate on internal and external committees and groups that impact public health nursing practice, e.g., Performance Management Quality Improvement, PHN Professional Development, PHN Labor Management Group, Manager of Nurses Group and other committees as assigned including appropriate community meetings.
- Facilitate uniform interpretation of the scope of public health nursing among PHNs as they impact state, regional and local programs/services.
- Advise the Commissioner of Health, Health Operations Administrator and Health Personnel Officer about the role and function of public health nursing in aspects of public health planning, implementation and evaluation.
- Provide orientation for new PHN hires and provide leadership in the recruitment, retention and development of public health nurses.
- Act as a liaison to local schools of nursing at colleges and universities. Represents MHD at career fairs, nursing continuing education advisory committees, nursing career day events, etc.
- Coordinate the purchase, maintenance and distribution of nursing specific supplies and equipment.
- Coordinate clinical activities in the Immunization Clinics including staffing, supply maintenance, clinical policies, and oversight of staff training.

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 of Science Degree in Nursing (BSN) from an accredited nursing program.
NOTE: College transcripts are required and must be received within three business days after the application period closes. College transcripts may be either attached to the application, sent to staffinginfo@milwaukee.gov or sent to Box NPM, Department of Employee Relations, Room 706, City Hall, 200 E. Wells St, Milwaukee, WI 53202. Student copies are acceptable. Only applications with transcripts will be considered; applications without transcripts will be rejected.
2. A minimum of three years of related experience in an oversight role, supervising and/or instructing public health nurses.
NOTE: Equivalent combinations of education and experience may be considered.
3. License to practice professional nursing in the State of Wisconsin or eligibility to receive such license. License must be obtained within six months of appointment.
4. Valid driver's license at the time of appointment and throughout employment, plus availability of a properly insured personal automobile for use on the job. Mileage will be reimbursed.

Nursing Practice Manager (Health Department)

DESIRABLE REQUIREMENT:

Master's degree in nursing or public health from an accredited college or university.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of principles, methods, techniques and procedures of current professional nursing, public health and public health nursing.
- Knowledge of laws, regulations and administrative requirements governing the public health nursing profession.
- Knowledge of current trends and best practices in the fields of nursing, health care services and public health.
- Knowledge of home visiting programs and of health care delivery systems.
- Knowledge and ability to work with computer applications, including the internet, spreadsheet, database and word processing software.
- Interpersonal skills, including the ability to build and maintain good working relationships with a multi-cultural, multi-disciplinary staff, the public, the media, City officials and with other agencies and to provide services in a culturally sensitive manner.
- Oral communication skills including the ability to provide clear and concise information and to make presentations, both internally and externally.
- Written communication skills, including the ability to communicate information and ideas in writing in an understandable and clear manner
- Skill in analyzing and evaluating data and information and making appropriate recommendations.
- Ability to apply the principles, practices and techniques of professional nursing.

SALARY (1DX): The current starting salary is \$54,322 for City of Milwaukee residents. The non-resident starting salary is \$53,519 annually. Appointment above the minimum is possible. An excellent benefit package is also offered.

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

The examination will be held as soon as practical after **July 18, 2014**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified by mail of the date, time and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

- **NOTE:** The City's residency requirement as set forth in City Charter 5-02 is under litigation. If you have questions regarding your individual circumstances as part of the application and/or selection process, please contact 286-2105.

APPLICATIONS and further information can be obtained in person or via mail from City of Milwaukee Department of Employee Relations, 200 E Wells St, Room 706, Milwaukee WI 53202-3554, from www.milwaukee.gov/jobs, or by calling 414.286.3751.