



## UMATILLA COUNTY POSITION DESCRIPTION

**Department:** *UCo Health*  
**Position Title:** *Clinic Nursing Supervisor (1.0 FTE, Flexible)*

**Employee Name:** \_\_\_\_\_

**Effective Date:** \_\_\_\_\_

**Job Series:** Exempt  
**Union Covered:** No

**Salary Range:** 33  
**BOLI Exempt:** Yes

### **GENERAL DESCRIPTION OF POSITION**

This position is responsible for supervising and implementing public health clinic programs including Reproductive Health, Sexually Transmitted Infections and Immunizations. Plan, coordinate, and supervise the health services for assigned health programs; provide overall program development; monitor specific program procedures and services; perform administrative duties and provide skilled professional nursing care. Supervise and evaluate nursing staff.

### **SUPERVISORY RELATIONSHIPS**

Works under the direction of the Deputy Director. Exercise supervision over assigned program nursing personnel; outline goals and objectives; provide training and leadership; explain and interpret guidelines and procedures as required; effectively recommend on hiring and firing decisions; review and evaluate performance; and recommend appropriate personnel actions for assigned program personnel.

### **PRINCIPAL DUTIES OF POSITION**

Essential duties and responsibilities include the following and other duties may be assigned. The employee in this classification must be able to perform the following essential functions:

#### **I. Reproductive Health Coordinator:**

- At least annually review/revise and obtain Health Officer's signature for standing orders and procedures. (EE)
- Assess, plan and implement client services; evaluate effectiveness of Reproductive Health services (EE).
- Monitor professional practice and program activities, including performing periodic chart reviews to ensure compliance with agency policy and procedures, State and Federal laws, Title X and Oregon RHCare program standards and guidelines. (EE)
- Assist in developing, implementing, and monitoring program goals, objectives, policies, procedures, and budget. (EE)

- Attend statewide Reproductive Health Coordinator meetings. (EE)
- Conduct cost analysis every year. (EE)

## **II. Laboratory and Pharmacy Director:**

- Assure quality services for all aspects of service. (EE)
- Assure safe environmental conditions. (EE)
- Assure Director and Health Officer approved procedures are available to staff. (EE)
- Assure that a quality assurance program is established and maintained (sign, plan, and review Quality Assurance). (EE)
- Assure Laboratory and Pharmacy Licensing is current and renewed yearly. (EE)
- Write duties of testing personnel (position descriptions). (EE)
- Assure all delegated Lab Director's duties are properly performed. (EE)
- Assure test performance only within the limitations of the clinical laboratory license.(EE)
- Maintain active 340B registration for federal pharmacy pricing and assure 340B rules are implemented. (EE)

## **III. Sexually Transmitted Infection Program:**

- Monitor professional practice and program activities to ensure compliance with agency policy and procedures, State Assurances and laws, Federal laws, and program, standards and guidelines for the following: TB, HIV/AIDS, Sexually Transmitted Diseases, vaccine preventable diseases and other reportable diseases. (EE)
- Assist in developing, implementing, and monitoring program goals, objectives, policies, procedures, and budget. (EE)

## **V. Immunization Coordinator**

- Responsible for meeting the Immunization Program Assurances. (EE)
- Liaison with Oregon Health Authority and Oregon Immunization Program (OIP) staff. (EE)
- Implement current ACIP and OIP immunization recommendations: (EE)
- Attend statewide immunization meetings (EE)
- Become a Super User for Oregon ALERT IIS (state immunization data base) and:
  - Assure all employees needing access to ALERT IIS receive the appropriate training and access to the system. (EE)
  - Assure monthly vaccine inventory counts, vaccine reports are completed and all vaccine inventory is accounted for. (EE)
  - Maintain adequate vaccine inventory to assure required vaccines are available to all Umatilla County residents. (EE)
- School/Facility Immunization Law:
  - Review all medical exemptions for Umatilla County students. (EE)
  - Assure that all public and private schools, preschools, certified Head Starts and daycares are complying with Oregon School law. (EE)
  - Provide OIP with all required statistics and assure mathematical accuracy. (EE)
  - Conduct required secondary review of all submitted records and forms from facilities and schools. (EE)
- Vaccines for Children (VFC):
  - Maintain all VFC standards and requirements for vaccine in all UCo Health clinic sites. (EE)

- Adult Immunization:
  - Follow Adult 317 immunization funding requirements (EE)

### **ACCREDITATION DUTIES OF POSITION**

- Actively participate as an accreditation team member. (EE)
- Maintain a basic knowledge of Quality Improvement based on the Plan-Do-Check-Act (PDCA) model. (EE)
- Actively serve on Quality Improvement teams and/or identify processes for improvement, as assigned. (EE)

### **PROFESSIONAL RELATIONSHIPS**

Establish and maintain collaborative and effective working relationships with UCo staff members; county employees; representatives and staff of state, federal, county, city agencies and public organizations; and members of the community.

### **PROFESSIONAL DEVELOPMENT**

Attend educations and training modules that encourage professional development and enhance continual learning; assist in training and mentoring of co-workers; and maintain regular and consistent attendance.

### **OTHER DUTIES OF POSITION**

- Assess the public health needs within the community and, with appropriate groups, plan and develop programs with a primary prevention and health promotion focus. (EE)
- Analyze services and health data and incorporate results into program planning and implementation. (EE)
- Establish standards and direct nursing practice to insure a high quality of professional service and compliance with the Nursing Practice Act. (EE)
- Plan, organize and direct the work of professional, technical and support personnel. (EE)
- Interview and recommend for hire; orient staff to agency policies and programs. (EE)
- Provide for staff development through in-service educational programs; individual guidance, performance evaluation and other staff development techniques. (EE)
- Participate in determining priorities for service and allocate staff accordingly. (EE)
- Participate in budget and grant preparation; monitor fiscal expenditures. (EE)
- Represent the agency to community groups, other agencies and media. (EE)
- Provide education to the community on public health issues. (EE)
- Nursing backup for clinic. (EE)
- Participate in occasional after hours or weekend events as needed to include health fairs, community clinics, and public health emergencies. (EE)
- Maintain positive and respectful interpersonal relationships with staff. (EE)
- Other duties as assigned. (EE)

## **REQUIREMENTS FOR POSITION**

- Ability to hold and maintain a current, unencumbered Oregon Registered Nurse License
- Associate's Degree in Nursing from an approved school of nursing
- 2 years of experience as a practicing Registered Nurse
- Maintain confidentiality
- Ability to accept and utilize supervision and lead by example
- Ability to work with people of all socioeconomic culture groups
- Possession of a valid driver's license with a good driving record.
- Must successfully pass a background check and drug screen.
- Work site location assignments will be based on community need and is subject to change. Your work week may require you to report to different Umatilla County Public Health locations during the week. Travel to and from your home to work site is not work time and is at your expense.

### **Preferred Requirements**

- Bachelor's or Master's Degree in Nursing
- Supervisory experience
- Experience in community health
- Laboratory training and experience
- Experience working with children and youth

\*This position under State of Oregon mandates is required to provide proof of full COVID-19 vaccination or have an approved medical or religious exception as a qualification of employment.\*

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is frequently required to walk, sit, bend, talk and hear. The employee is required to use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

## **TOOLS AND EQUIPMENT USED**

Computer, including word processing, data base, Internet, and spreadsheet programs; calculator, telephone, copy machine, fax machine and postage machine.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee works in an office environment; the employee rarely works in outside weather conditions. The noise level in the work environment is usually quiet.

**This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.**

**The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

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Employee's Signature/Date