

**VILLAGE OF HOFFMAN ESTATES
JOB DESCRIPTION
NURSING SUPERVISOR - PT**

EFFECTIVE DATE: 1/1/2006

DEPARTMENT: Health & Human Services	WORK LOCATION: Village Hall		FLSA STATUS: Exempt
CLASS CODE: 7650	RANGE: 19	PENSION: IMRF	UNION: NU
REPORTS TO: Director of Health & Human Services	LEVEL OF SUPERVISION RECEIVED: General supervision		LICENSE/CERTIFICATES: R.N. with current Illinois license, valid Illinois Class D driver's license, current CPR/AED certification

SUMMARY:

Responsible for the day to day operation of health- related direct services at clinics, supervision and scheduling of clinic nurses, ensuring ongoing training for nurses, assistance in the development of the budget for health-related services; planning and implementation of direct health-related services; perform nursing functions at department health clinics, strong organizational and communication skills, efficiency and knowledge of health care field and resources. Completes ongoing community health assessments and makes recommendations for health service delivery to residents and employees.

Responds to and interacts with residents, employees, and/or others within and outside the organization in a courteous, professional, and effective manner.

JOB NO.	ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES	FREQUENCY
1.	Manages the day-to-day operation of health- related direct services at department clinics in compliance with all applicable regulations (Federal, state, county and local). Supervises direct services at health clinics and clinic nurses.	Daily 100%

2.	Coordinates, schedules, and supervises all health and immunization clinics and ensures that all supplies are available and prepared prior to each clinic.	Monthly 20%
3.	Coordinates public health efforts between authorized public health entities and the Village and represents the Village on community health boards. Identifies and addresses current and emerging public health needs. Completes a community health assessment with recommendations for health programming and subsequently implements health management programming for employees.	Monthly 20%
4.	Assists with the creation of a community health task force	Monthly 5%
5.	Maintains up-to date knowledge of preventative health and public health and disseminates appropriate information.	Monthly 10%
6.	Researches and secures grants for health-related programming	Monthly 10%
7.	Participates in direct nursing services at clinics by performing health tests, administering vaccines, and documenting services.	Monthly 20%
8.	Ensures that all clinics nurses receive adequate supervision and ongoing in-service training of current policies and procedures, health regulations, and best practices in nursing necessary to perform their job consistent with the department, local, state, and federal standards.	Monthly 15%
9.	Operates and properly maintains all tools and equipment needed to perform the essential job functions and responsibilities listed above while adhering to all safety rules and practices.	Daily 100%

JOB NO.	OTHER RELATED DUTIES
1.	Coordinates with Community Health Nurse to writes policies and procedures and provides forms needed to insure consistent, effective documentation and delivery of services.
2.	Coordinate with department staff to maintain yearly budget and prepare a multi-year Budget requests with specific requests for the upcoming Fiscal Year.
3.	Collaborate with Community Health Nurse to develop a vision and annual goals for Department health services and programming. Regularly reviews goals and develop strategies to meet health goals.
4.	Orders medical supplies (vaccines and syringes) for direct health services.

5. Prepare monthly reports and correspondence as needed to carry out the administrative responsibilities of the position (e.g., State of Illinois for immunization vaccine data, department reports).
6. Collaborates with the Coordinator of Prevention and Outreach to prepare announcements and educational materials for distribution to employees and community.
7. Coordinates with Community Health Nurse to ensure compliance with requirements as a field-training site for students in professional nursing programs. Coordinates with Public Health Nurse to supervise nursing students assigned to fieldwork practicums.
8. Represents the Village, as requested, on community, health-related boards and committees.
9. Follows Village-wide and departmental safety rules and practices.
10. Performs other duties, tasks, and responsibilities as assigned.
11. Participates in relevant department teams.

SUPERVISORY RESPONSIBILITIES: (Select one – required)

None required

Supervisory responsibilities are required to be carried out in accordance with the organization's policies and applicable laws. (**List specific responsibilities below**)

Supervise clinic nurses.

Organize/implement continued education training for nurses on health & safety guidelines and up-to-date health information.

Oversee all clinics to ensure that all services are provided in a professional manner and adhere to state, local and federal health standards and guidelines.

EDUCATION, EXPERIENCE AND COMPUTER SKILLS:

The designated education and experience levels best describe the minimum requirement needed to fulfill the essential job functions. However, any combination of equivalent education or experience may be considered.

Education Level (Select one - required)

- High school education with vocational training
- High school diploma or general education degree (GED)
- Two or more years of college coursework in related field
- Associate's degree (A.A.) from two-year college or technical school
- Bachelor's degree (B.A.) from four-year college or university
- Master's degree (M.A.)
- Doctoral degree (Ph.D)

Degree or coursework should be in...

B.A. or B.S. in Nursing

Experience Level (Select one - required)

- No prior experience or training required
- Six months to one year related experience
- One to two years related experience
- Two to four years related experience
- Four to ten years related experience

Additional Experience (Select as appropriate)

- Experience in supervisory capacity...
- Experience in management capacity...
- Must meet the requirements as set by the Fire & Police Commission

Three years

Enter number of years required here

Computer Skills (Select as appropriate)

- Entry and processing of data
- Word Processing data
- Spreadsheet software
- Database software
- Specialized applications:

Enter specific application(s) here

COMMUNICATION SKILLS:

English Language/Communication Skills (Select one)

- Basic skills Ability to read, comprehend, listen to and follow basic verbal or written instructions and provide appropriate feedback. Ability to read, comprehend and/or create routine correspondence and memos using proper spelling, grammar, punctuation and sentence structure. Ability to effectively convey information one-on-one or to small groups of employees or customers.
- Intermediate skills Ability to read, comprehend, listen to and follow complex verbal or written instructions from multiple sources. Ability to provide appropriate feedback by asking probing questions and/or suggesting alternative approaches. Ability to read, comprehend, create and explain to others complex correspondence, reports and/or manuals. Ability to convey procedures and policies one-on-one or in groups to employees or customers.
- Advanced skills Ability to read or interpret all types of documents including safety rules and regulations, and procedure manuals. Ability to create and edit reports and correspondence from varied source material using appropriate style and format. Clearly convey instructions to employees or team. Ability to speak clearly and effectively before groups of customers answering questions appropriately.
- Business skills Ability to read, research, and analyze general business periodicals, professional journals, technical reports, finance documents or government laws and regulations. Ability to write reports, business correspondence, manuals and draft policies and procedures. Ability to effectively make presentations and respond to questions from groups of managers, customers, citizens, or other agencies.
- Specialized skills Ability to read, analyze and interpret professional, scientific, or technical manuals, procedures, plans, schematics, maps, blueprints, licenses, and/or legal documents. Ability to respond to inquiries from managers, customers, business community or regulatory agencies. Ability to draft responses to complex or technical issues and/or effectively present technical concepts or information to managers, customers, or other agencies in concise understandable terms.

Foreign Language Skills (Complete if applicable)

- Fluency in foreign language skills is
- A Plus Ability to speak and/or read, write and comprehend.
- Preferred
- Required

Required Language:

REQUIRED COMPETENCIES:

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The required competencies listed below are representative of the knowledge, skills, and/or abilities required for successful job performance.

Proficiency in:

- Basic First Aid and CPR

Knowledge of:

- Illinois Nursing Act regulations.
- Public Health regulations of the State of Illinois and the County of Cook.
- OSHA blood borne pathogens requirements.
- Centers for Disease Control requirements and recommendations regarding community health.
- State Board of Education requirements for immunization of students.
- Educational strategies and techniques in health education programs.
- Illinois Confidentiality Act.
- Illinois Abused and Neglected Children Reporting Act.
- Basic pharmacology.

Ability to:

- Establish successful working relationships with other employees and supervisors in other departments.
- Give injections.
- Drive to community sites.
- Plan and organize complex projects involving personnel and medical supplies.

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 with or without reasonable accommodations.

(mark all 17 activities)

----- Amount of Time -----

<u>Physical Activity</u>	None	Less than 1/3	1/3 to 2/3	More than 2/3
Stands	_____	_____	<u>X</u>	_____
Walks	_____	_____	<u>X</u>	_____
Sits	_____	_____	<u>X</u>	_____
Uses fingers in a repetitive motion	_____	_____	_____	_____
Uses hands to grasp, finger, handle, or feel	_____	_____	_____	<u>X</u>
Reaches with hands and arms above shoulder	_____	_____	_____	<u>X</u>
Climbs or balances	_____	<u>X</u>	_____	_____
Twists or turns	_____	_____	<u>X</u>	_____
Stoops, kneels, crouches, bends, or crawls	_____	_____	<u>X</u>	_____
Pulls, pushes, or carries	_____	_____	<u>X</u>	_____
Talks or hears	_____	_____	_____	_____
Tastes or smells	_____	<u>X</u>	_____	_____
Operates a motor vehicle or heavy equipment	_____	_____	<u>X</u>	_____
Lifts or move 0 to 10 pounds (sedentary)	_____	_____	_____	<u>X</u>
Lifts or move 10 to 20 pounds (light)	_____	_____	_____	<u>X</u>
Lifts or move 20 to 50 pounds (moderate)	_____	_____	<u>X</u>	_____
Lifts or move 50 to 100 pounds (heavy)	<u>X</u>	_____	_____	_____

VISION DEMANDS:

The vision demands described here including the ability to adjust focus, close vision, sharpness of vision, depth perception, peripheral vision, distance vision, hand-eye coordination or as otherwise specified by the Board of Fire and Police Commissioners, are representative of those that must be met by an employee to successfully operate the tools and equipment needed to perform the essential functions of this job.

Other Vision Demands (select if applicable)

<input type="checkbox"/>	Absence of color blindness	
<input checked="" type="checkbox"/>	Corrected vision of...	20/20
<input type="checkbox"/>	Uncorrected vision of...	Enter specific vision requirement here

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job with or without reasonable accommodations.

(mark all 15 conditions)

----- Amount of Time -----


Environmental Conditions

None Less than 1/3 1/3 to 2/3 More than 2/3

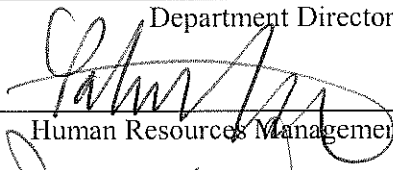
Customary indoor conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Customary outdoor weather conditions including extreme cold, extreme heat, and wet or humid conditions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-weather conditions: extreme cold, extreme heat, and wet or humid conditions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works near moving mechanical parts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works in high precarious places, underground, or confined spaces	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flying debris or airborne particles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire, smoke, fumes, gases, or noxious odors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toxic or caustic chemicals, aerosols, liquids, solvents or oils	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of electrical shock	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works with explosives or risk of radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme illumination	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Low noise level (Normal voice tones)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Moderate noise level (Raised voice levels)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
High noise level (Shouting/ear protection may be needed)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The information listed above reflects minimum standards and illustrations of the various types of work that may be performed. The omission of specific job functions, requirements or tasks does not exclude them from the job if the work is similar, related or a logical extension of the work assigned.

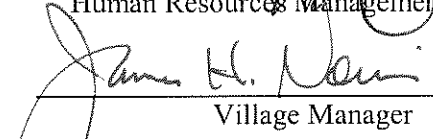
This job description does not constitute an employment agreement between the employer and employee.

Recommended Approval: 

Department Director

Reviewed Approval: 

Human Resources Management Director

Approved: 

Village Manager

Effective Date: _____

Revision Date: _____