



HUMAN RESOURCES

POLK COUNTY COURTHOUSE ★ 850 MAIN ST. ★ DALLAS, OR 97338-3174
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★★★ RECRUITING ANNOUNCEMENT ★★★

Position: **Community Health Nurse Supervisor**
Department: Polk County Public Health
Status: Full Time (40 hours/week)
Salary: \$4,424 - \$5,595 (starting salary is typically at the lower end of the range)
plus excellent benefit plan
Application Deadline: **February 25, 2013 at 5:00 p.m.** (Postmarks not accepted)

Duties: Supervises the nursing programs and staff within Public Health. Performs administrative, management, and training duties. Works with the community to assess and coordinate programs. Serves as part of a multi-disciplinary supervisory team. Performs clinical duties of a Registered Nurse as needed. Supervisory duties include scheduling and directing work, coaching, appraising performance, and providing consultation to staff. Analyzes services and health data and incorporates results into program planning and implementation. Participates in evaluation of activities. Documents results of and changes in program operations. Establishes standards and directs nursing practices to ensure high quality professional service and compliance with the Nurse Practices Act. Provides ongoing training resources for the nursing staff, reviews chart notes and inventory tracking procedures on a scheduled basis, and monitors policies/procedures to assure current compliance requirements. Maintains records and required data collection systems for projects and writes required reports. Ensures all client assessments are completed according to schedule. Provides for staff development. Serves on multi-disciplinary management team. Plans and exchanges information with other community health providers and other community agencies. Participates in budget, grant preparation, and expenditure monitoring. Represents Polk County Public Health to community groups, other agencies, and the media. Provides education to the community. Administers nursing program areas including but not limited to communicable disease control, maternal-child health services, family planning services, emergency preparedness, jail health services, immunizations and HIV case management. Provide back up for clinical nursing staff as needed. Performs related duties as required.

Minimum Qualifications: Bachelor's degree in nursing and three years experience in a public health or clinical setting; or any equivalent combination of experience and training.

Special Qualifications: Possession of a current license to practice as a Registered Nurse in the State of Oregon at the time of appointment. Passing a criminal background check in accordance with law (ORS 181.533 et seq) may be a requirement for employment in this position. Must possess and maintain a valid Oregon driver's license and automobile insurance, and have access to and use of a personal automobile as a condition of employment.

How To Apply: A Polk County employment application is required. Obtain application from www.co.polk.or.us or Courthouse. Submit application to: Polk County Human Resources, 850 Main Street, Dallas, Oregon 97338, e-mail to HR@co.polk.or.us or fax to (503) 623-1889. If you wish to apply for Veterans' Hiring Preference, please complete the form available from our website or the Courthouse lobby.

Polk County will not process applications that are: not signed, illegible, delayed/lost in the mail, incomplete as a result of e-mailing/faxing, or missing any required supplemental information. Résumés are optional: completing any section of the Employment History with "See Résumé" or "See Attached" will disqualify your application.

If you are not contacted to schedule an interview within three weeks after the recruitment closes, you have not been selected for the interview process. Notification letters will not be sent. You may check the status of a recruitment on the Human Resources web page.

Equal Opportunity Employer
Reasonable accommodations for applicants with disabilities will be provided upon request.