



Job Title: PUBLIC HEALTH NURSING DIRECTOR	Step:
Department: Public Health Department	Grade:
Effective Date: November 2024	Safety Sensitive
Revision Date: November 7, 2024	FLSA Status: Non-Exempt

THE PUBLIC HEALTH NURSING DIRECTOR is a full-time management position responsible for providing Public Health Nursing Services in accordance with the required services of the Utah Department of Health and Human Services. This is part of the mission of San Juan Public Health to protect and promote the health of all families and communities we serve – including rural, underserved, and tribal – through compassionate support, education, connecting to resources, creative partnerships, healthy environments, and preventing disease and injury.

The Director of Nursing works under the general direction of the San Juan County Public Health Officer and under the clinical supervision of the Medical Director. The Director of Nursing is responsible for ensuring delivery of quality Public Health Nursing services to the citizens of San Juan County. This includes the following required duties:

- Successfully manage a team of nurses, including aspects of assignment delegation, evaluation, and reporting.
- Coordinate, manage, and oversee all aspects of nursing within the San Juan Public Health Department, especially to assure compliance with State Code 26A and State Rule 380.
- Ensure adherence and compliance with all legal, safety, operational, and budgetary mandates. Implement policy and procedures. Provide oversight and development support for increasing access to Public Health services for all the communities in San Juan County. Provide all necessary educational material, and ensure onsite nursing supplies are available.
- Coordinate, collaborate, and conduct liaison activities with local Tribal governments/healthcare and other agencies and groups.
- Attend state Nursing Director meetings and related leadership meetings.
- Complete required reports for the Utah Department of Health and Human Services.
- Hire nursing staff, approve job descriptions, and work assignments.
- Review and approve timesheets and time off requests for nursing staff.
- Work with the Health Officer in evaluating needs for additional staff, and providing necessary training to enable San Juan Public Health to provide services for all communities.
- Assist with the development of outreach clinical sites and services.
- Follow all contract requirements while directing, organizing, and supervising nursing programs and activities. This would include ensuring sufficient nursing staff for all contract obligations.

- Work with employees to navigate cultural, socioeconomic, and linguistic differences among the team and clients; utilize cultural humility; and connect to evidence-based resources to overcome these differences.
- Provide the Health Officer with recommendations in the establishment of community health goals.
- Triage emergency situations and manage infectious disease outbreaks.
- Complete required emergency response and preparedness trainings and serve as the lead nurse in the Public Health Emergency Preparedness response to imminent or declared emergencies.
- Supervise, train, and provide support for WIC Director, Home Visiting nurse, Children with Special Health Care Needs Care Coordinator, and other nursing staff depending on funding.
- Supervise clinical aspects of epidemiology and reportable disease investigation.

### **Required Skills, Knowledge, and Abilities**

- Knowledge of public health nursing theory and practice, disease investigation, sanitation, nutrition, development of patient care plans.
- Skilled in analytical problem solving. Skilled in the principle and practices of counseling including interviewing, problem diagnosis, and assessment and evaluation.
- Ability to maintain cooperative relationships with those contacted in the course of work activities.
- Ability to communicate effectively verbally and in writing to large and small groups, online and in person.
- Ability to coordinate multiple tasks and deadlines efficiently.

### **Minimum Qualifications**

- Associates Degree from an Accredited Educational Institution.
- Registered Nurse (RN) issued by the State of Utah Department of Commerce, Division of Occupational and Professional Licensing authorizing the individual to practice in the State of Utah and be in good standing.

### **Special Qualifications**

- Must possess a valid Utah Driver's License.
- Must possess a valid Nursing License issued by the State of Utah Department of Commerce, Division of Occupational and Professional Licensing.

### **Work Environment**

Regularly sits at a desk; walks, stands, or stoops, uses tools or equipment requiring a high degree of dexterity; works for sustained periods of time maintaining concentrated attention to detail. Work is performed in an office or other environmentally controlled room; work requires frequent contact with the public which exposes incumbents to others' illnesses and to individuals that may be angry, agitated, or otherwise upset. Travel throughout the County on a regular basis for WIC clinics, home visits, and other public health nursing duties. Occasionally meet with community partners or support community events in support of Public Health objectives. Exposure to some environmental health risks common to family homes, such as pets, second hand smoke, etc.