

CRAVEN COUNTY, NORTH CAROLINA

Employment Vacancy Posting

POSITION: Public Health Nurse Supervisor II (Position #341-1)
LOCATION: Craven County Health Department
HIRING RANGE: \$54,261 - \$56,866
JOB TYPE: Full-time/Permanent/Exempt
POSTING DATE: January 17, 2014
DATE AVAILABLE: January 16, 2014
CLOSING DATE: Open Until Filled

PRIMARY PURPOSE OF POSITION

The primary purpose of this position is supervising the varied and complex Adult Health unit, to ensure program guidelines are met and initiate new programs in a timely matter.

ESSENTIAL JOB FUNCTIONS

Supervisor of Adult Health clinical programs. Assures proper implementation of standards, policies, goals and procedures; implements new programs as they become available. Will provide management of Maternity, Family Planning, STD, Cancer Control, TB, Communicable Disease, Adult Immunizations, Refugee Programs and Quality Improvement.

ADDITIONAL JOB FUNCTIONS

- Monthly Audit Participation
- Committee Assignments
- Review in-house productivity reports
- Lead Nurse in Red Cross Shelter
- Sets up Orientation training for new Adult Health employees
- Counsels staff and implements disciplinary measures as needed
- Responsible for review of employee performance appraisals completed by PHN III's
- Assures compliance with State Contract addenda

MINIMUM EDUCATION AND EXPERIENCE

Master's in Nursing and three years of Public Health nursing experience (including one year of experience in a supervisory capacity); or graduation from a four year college or university with a BS in Nursing which includes a Public Health Nursing rotation and four years of Public Health nursing experience (including one year of experience in a supervisory capacity); or a Master's in Public Health and graduation from a school of professional nursing and three years of Public Health Nursing experience (including one year of experience in a supervisory capacity); or graduation from a school of professional nursing and five years of professional nursing experience – four of which must have been in Public Health (including one year of experience in a supervisory capacity). Must be currently licensed by North Carolina Board of Nursing to practice as a Registered Nurse in North Carolina. Valid North Carolina Driver's License.

HOW TO APPLY

Contact the Division of Employment Security for an official NC State Application (PD107) or download the application from <http://www.oshr.nc.gov/jobs/general.htm>. Applicants must be registered at www.ncworks.gov prior to submitting an application. Resumes will not be accepted unless accompanied by a completed application. Apply to Division of Employment Security, 2836 Neuse Blvd, New Bern, NC 28560. Craven County Department contact for questions is Deborah Barmann at 252-636-4960.

Craven County is an Equal Opportunity Affirmative Action Employer.

