

CRAVEN COUNTY, NORTH CAROLINA

Employment Vacancy Posting

POSITION: Public Health Nurse Supervisor I (220-4)
LOCATION: Craven County Health Department
HIRING RANGE: \$50,393 - \$52,810
JOB TYPE: Full-Time/Permanent/Non-Exempt
POSTING DATE: December 30, 2015
DATE AVAILABLE: January 5, 2016
CLOSING DATE: Open Until Filled

PRIMARY PURPOSE OF POSITION

The primary purpose of the position is to assist the Director with the overall management of the hospice program, and to implement policies, procedures and changes necessary for the operation of the program.

ESSENTIAL JOB FUNCTIONS

This position is responsible for making work assignments for the Hospice nurses as well as the Community Health Technician and evaluating work performance. Supervises and coordinates the overall care delivered to clients by the Hospice team. It is the responsibility of this nurse to promote and support the agency's goals and to stay informed of policy changes and various reimbursement regulations. Oversees the Hospice Quality Improvement Activities which consists of auditing Hospice records quarterly for Utilization Review, pain/symptom management, stress management, continuity of care and inpatient care. Responsible for establishing a written annual QI year-end report. Responsible for reviewing patient and M.D. satisfaction surveys. Evaluates and assesses Hospice referrals to determine the appropriate level of care. Provides skilled nursing to patients as needed.

KNOWLEDGE, SKILLS AND ABILITIES

Should have a good, sound background in nursing practice and theory, and have the ability to work independently, and be highly motivated to provide good quality care. Should have the ability to plan, coordinate and evaluate the work of staff and deal tactfully with the public and other health professionals.

MINIMUM EDUCATION AND EXPERIENCE

Master's in Nursing and two years of Public Health nursing experience; or graduation from a four-year college or university with a B.S. in Nursing which includes a Public Health Nursing rotation and three years of Public Health nursing experience; or a Master's in Public Health and graduation from a school of professional nursing and two years of Public Health nursing experience; or graduation from a school of professional nursing and four years of professional nursing experience three of which must have been in Public Health; or an equivalent combination of training and experience.

ADDITIONAL JOB FUNCTIONS

Receive referrals, counseling and office management. Must have flexibility of hours and be able to fill-in during emergencies. Good coping skills.

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 H. Barmann at 252-636-4960.

Craven County is an Equal Opportunity Affirmative Action Employer.

