

**GRADE: 14**  
**DIVISION: PREVENTIVE HEALTH SERVICES**

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**POSITION SUMMARY:**

Primarily responsible for providing supervision of clinical activities and consultation to assigned public health nurses and staff. Evaluating staff work and assisting in the development of their professional skills, providing clinical direction and coordination, and providing nursing services to the public through clinical services.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

The following functions represent the majority of the duties performed by the position, but is not meant to be all-inclusive or prevent other duties from being assigned when necessary.

**ESSENTIAL JOB FUNCTIONS:**

1. Provides and receives professional coaching through regular individual staff meetings and quality assurance activities.
2. Reviews daily activities of the staff to meet program objectives, establishes individual performance goals, and supervises staff performance.
3. Evaluates, coordinates, and communicates staffing needs and scheduling with Manager and/or Division Chief.
4. Coordinates staff PTO and accurate submission of monthly time and effort documentation.
5. Provides consultation and feedback to individual staff to assist in developing interventions to meet the needs of the clients and ensure program and agency performance standards are achieved and maintained.
6. Performs the Performance Management Process for all direct reports and assists in setting employee and program goals.
7. Provides clinical services to patients per established Program Guidelines and the Physician Approved Protocols.
8. Conducts and coordinates regular chart audits/documentation in compliance with program requirements for Quality Assurance.
9. Maintains accurate program Inventory and follows quality assurance protocol for safe handling and storage of biologicals. Communicates non-routine clinic supply needs to Manager.
10. Facilitates client accessing and using other areas with the Tulsa City-County Health Department, other community agencies, physicians, and human services they may need, and follows up on referrals.
11. Ensures clinic and staff are compliant with infection control practices. Orients staff to agency policies and programs to ensure compliance with protocol.
12. Interviews applicants for open positions. Makes employment and termination recommendations to Manager.
13. Provides orientation to new employees and existing employees with necessary staff training and development.
14. Coordinates scheduling for the mentoring and preceptorship of nursing students, Advanced Practice Registered Nurses, and Medical Residents.

15. Participates in educational opportunities related to job and updates other staff on information obtained.
16. May attend meetings in the absence of the Manager; and provides input to the manager in preparation of program.
17. Completes required training in support of duties and responsibilities of this position.
18. Other duties as assigned including those required to fulfill activities in support of public health emergency operations.

**QUALIFICATIONS/SPECIFICATIONS:**

**Education:** Baccalaureate degree in nursing preferred.

**Experience:** Two to three years of public health nursing experience with supervisory or consultant responsibilities or equivalent combination of education and experience preferred.

**Skills:**

- Good oral and written communication skills required in dealing continually with public, obtaining health information, and developing confidence from clients.
- Good interpersonal skills required to supervise people effectively and to represent the Department to other community partners.

**Licenses:**

- Possession of a valid professional nursing license by the Oklahoma State Board of Nursing required.
- Valid Oklahoma driver's license.

**PHYSICAL EFFORT:**

- Physical effort is required to lift clients (up to 50 lbs.) during physical examination and move equipment (up to 20 lbs.).

**SUPERVISORY RESPONSIBILITY/ACCOUNTABILITY:**

**Direct Supervision** – Assigned Clinical Staff.

**Indirect Supervision** – None

**Budget/Money/Material** – Responsible for assigned equipment.

**Reports to** – Manager – Reproductive Health, STD and Immunizations

**WORKING CONDITIONS:** Potential exposure to communicable disease, contaminated blood, and other body fluids during the course specimen collection for laboratory analysis. High volume and fast paced clinic.

**SPECIAL REQUIREMENTS:**

- Must maintain THD record confidentiality according to HIPAA regulations.
- Must have reliable personal transportation.

**FLSA Status:** Exempt