WASHINGTON COUNTY, OREGON
invites applications for the position of:

Community Health Nursing Supervisor

An Equal Opportunity Employer

SALARY:

Monthly	Annually
$7,083.17 - $8,606.02	$84,998.04 - $103,272.24

OPENING DATE: 02/20/21

CLOSING DATE: 03/07/21 11:59 PM

THE POSITION:

WASHINGTON COUNTY
OREGON
Department of Health and Human Services

The Maternal Child and Families (MCF) Program within **Washington County Department of Health and Human Services, Public Health Division,** is seeking a motivated, strength-based and highly skilled **Community Health Nursing Supervisor** to join our team!

The Nursing Supervisor will join our innovative and collaborative team committed to supporting and advancing trauma-informed, healthy, stable, and nurturing environments. The MCF team strives to develop and implement programs, services, and resources to address maternal, child and family disparities and support resiliency, healthy social, emotional, and physical development, parenting, and school readiness.

The Nursing Supervisor will lead the clinical development and continuous quality improvement efforts of Washington County's universally offered newborn nurse home visiting program, Family Connects. This includes program development, building and maintaining collaborative partnerships, and supporting the development of policies and procedures including medical charting and billing mechanisms for the diverse clinical and payor mix in Washington County. The Nursing Supervisor will handle recruitment, supervision and professional development of the Family Connects nursing staff. A key function of this role will be to support community alignment which includes service coordination with other perinatal home visiting programs, such as Nurse Family Partnership, CaCoon, Babies 1st, and Healthy Families and supporting local, regional, and state collaborative partnerships. The Nursing Supervisor will engage in outreach and provider engagement efforts and work collaboratively with healthcare providers including hospitals, primary care providers, coordinated care organizations, Oregon Health Authority, Family Connects International, and other perinatal service providers.

The ideal candidate will demonstrate experience with program development, linguistically diverse and culturally responsive practices, collaborative and innovative leadership, trauma-informed and strength-based approaches, public speaking, collaborative problem solving, reflective supervision, systems thinking and change management, and holistic family centered care. The candidate will also be skilled in planning, organizing, and supervising home visiting nursing staff and have experience in community health nursing and working collaboratively with cross-sector partners and

organizations to align systems of care. Additionally, the candidate will demonstrate the necessary skills to lead the clinical development of a universally offered nurse home visiting program. Candidates with skills and experience in engaging clinical, social, educational and behavioral health service partners, hospital systems, and a variety of early care partners; engaging community health workers and strengthening services to be culturally responsive; adapting to and managing changes; implementing trauma-informed care and resiliency practices; developing systems and programs to address social determinants of health; community outreach, partner engagement and public speaking; obtaining, reviewing and cultivating data- driven decision making; and demonstrating a commitment to building a culturally and linguistically diverse workforce are highly desired.

To learn more about the Public Health Division within Department of Health and Human Services, please use this link: **Public Health.**

Washington County values a culture of equity, diverse perspectives, and life experiences. Our organization embraces innovation, collaboration and work-life harmony. We offer job stability, a comprehensive benefits package, and an opportunity to serve and support our diverse community. We are an equal opportunity employer with a commitment to diversity and an inclusive workforce. Women, minorities, veterans, and people with disabilities are encouraged to apply.

ESSENTIAL JOB DUTIES:

Duties may include:

1. Plans, prioritizes, assigns, supervises and reviews the work of staff involved in public health nursing activities.
2. Recommends and assists in the implementation of goals and objectives; establishes schedules and methods for the delivery of nursing services; and implements policies and procedures.
3. Evaluates operations and activities of assigned responsibilities; recommends improvements and modifications; and prepares various reports, operations and activities.
4. Provides supervision, coordination, and direction to assigned public health nursing programs; coordinates and supervises the scheduling of services; provides for staff coverage and clinical materials; responsible for labor contract administration and processing grievances.
5. Assists in creating a positive and supportive work environment; enforces a safe workplace; establishes a culture of teamwork and communication; creates a workplace that promotes the organizational values of workplace diversity, equity and inclusion and actively promotes an environment respectful of living and working in a multicultural society.
6. Develops community health nursing programs and determines budget and personnel needs.
7. Determines and coordinates training, in-service and orientation needs for assigned program personnel.
8. Collaborates with county Health Officer to develop program policies or procedures.
9. Reviews and oversees nursing quality control standards for services provided by the nursing team; and assures compliance with professional, County, and State standards.
10. Attends department and interagency meetings related to assigned programs and service.
11. Assures the maintenance of complete and accurate records of each client in Washington County community health care programs.
12. Participates in budget preparation and administration; prepares cost estimates for budget recommendations; submits justifications for requests; and monitors and controls expenditures.
13. Participates in the selection of staff; works with staff to correct deficiencies; implements discipline procedures; prepares staff evaluations.
14. Answers questions and provides information to the public; and investigates complaints and recommends corrective action as necessary to resolve complaints.

KNOWLEDGE, SKILLS AND ABILITIES:

Education and Experience:
A typical way to obtain the knowledge and abilities would be:

- A Bachelor's degree from an accredited school of nursing, and from a school approved for community health nursing preferred; **AND**
- Two (2) years of increasingly responsible experience in community health nursing, nursing supervision, or program coordination.

Additional Licenses, Certificates, Physical Abilities and Specialty Requirements:

- Possession of a current license to practice as a registered nurse in the State of Oregon at time of appointment.
- Must possess a driver's license valid in the State of Oregon and have an acceptable driving record per Washington County policy.

To see the complete list of knowledge, skills, and abilities for this classification (Community Health Nursing Supervisor), please use this link: **Community Health Nursing Supervisor**

Background Investigation:
Please be advised that this position is required to pass a criminal background check.

Department of Motor Vehicle Records (DMV) Requirement:
Driving a motorized vehicle is an essential function of this position. Successful applicants must possess a valid driver's license and an acceptable driving record. To review the Driver's License and Record Policy for Washington County and instructions for submitting appropriate DMV documentation, please use this link: **Driver's License & Records Policy**.

Please be clear and specific in the applicable sections of the employment application about how your background is relevant. This information must also be consistent with your supplemental question responses. ***Please note:*** *Answers to the supplemental questions are typically evaluated* ***separately*** *from your application.*

SUPPLEMENTAL INFORMATION:

Washington County is committed to using a Merit Based System in which recruiting, selecting, and advancing employees is based on their relative knowledge, skills, and abilities.

Selection Process:
1. An evaluation of training and experience of submitted application packets will be performed by Human Resources. The timeframe to review will be the week of March 8, 2021.

2. A Subject Matter Expert (SME) Panel will perform an evaluation of experience and training of those candidates who pass the initial HR evaluation based on their employment application materials including responses to supplemental questionnaire. This process will begin after March 15, 2021.

3. Our goal is to schedule oral panel interviews with candidates that successfully pass the SME evaluation step as soon as possible.

Please note: candidates that are successful in the evaluation process may have their applications referred for additional vacancies in the same classification, or job family.

Veterans' Preference:
If you are a veteran and would like to be considered for a veteran's preference for this recruitment, please review instructions **Veterans Preference Points**.

Accommodation under the Americans with Disabilities Act:
Reasonable accommodation is available to anyone whose specific disability prevents them from completing this application or participating in the selection process for this recruitment. To obtain confidential assistance please contact Human Resources 503-846-8606, or e-mail at: **hr@co.washington.or.us** at least 48 hours before any step in the recruitment and selection

process for which you feel you need accommodation.

Status of Your Application:
You will be advised by e-mail of your status at each step in the application process, from initial application to final employment disposition. Please note that Washington County communicates with all candidates via email. If you "opt out" or "unsubscribe" of email notification from notices in NEOGOV it will impact our ability to communicate with you about job postings.

Questions (?) Regarding This Recruitment:
Yeji Seo, Talent Acquisition Business Partner
Yeji_Seo@co.washington.or.us

Washington County is a drug-free workplace

APPLICATIONS MAY BE FILED ONLINE AT:
http://www.washcojobs.org

Job #2021-044
COMMUNITY HEALTH NURSING SUPERVISOR
YS

OUR OFFICE IS LOCATED AT:
Washington County Public Services Building
155 N First Avenue Ste. 270
Hillsboro, OR 97124
503-846-8606
HR@co.washington.or.us