Summary of Functions:

This position has primary responsibility for planning, implementing and evaluating public health nursing and related services for a designated population through assessment of health needs and utilization of public health nursing personnel.

Supervision Received:

Supervision of the Executive Director.

Supervision Exercised:

Supervision exercised in accordance with the approved Organizational Chart.

Essential Job Functions:

1. Manages contracts within the nursing program, and ensures contract deliverables are satisfactorily met.
2. Promotes and maintains health of individuals, families, and communities through education, counseling, assessment, and preventive programs.
3. Directs programs.
4. Completes various reporting requirements for the nursing programs.
5. Serves as a liaison between the Las Animas and Huerfano County Health Department's and the communities.
6. Coordinates community health assessments.
7. Supervises and evaluates staff in the bi county.
8. Writes and submits grant proposals.
9. Researches new funding and expands current funding whenever possible.
10. Maintains excellent collaborative and cooperative relationships between physicians, the Colorado Department of Public Health and Environment (CDPHE), local public health agencies (LPHA), and various other organizations.
11. Functions as a referral and resource person in the community.
12. Presents programs to various groups about public health.
13. Represents Las Animas and Huerfano County's Health Departments on various committees.
14. Oversees and provides professional clinical services as needed.
15. Plans for and implements clinics in Las Animas and Huerfano Counties.

16. Assesses immunization rates.
17. Screens individuals for various programs.
18. Teaches various classes.
19. Performs communicable diseases control activities.
20. Other duties as assigned.

Essential Skills, Abilities, Knowledge, etc.
1. Good organizational skills with the ability to prioritize workload, pay strict attention to detail, and be accurate.
2. Organize and work independently.
3. Excellent oral and written communication skills.
4. Sit or stand for long periods of time and to work with distractions.
5. Ability to supervise other staff effectively .
6. Ability to work independently and in a team environment.
7. Travel between Las Animas and Huerfano Counties and out of the bi county as needed.
8. Exercise good, sound, independent judgment.
9. Good working knowledge of and ability to apply nursing principles.
10. Maintain strict confidentiality in all matters concerning clients, cases, families, and staff.
11. Very knowledgeable about community resources.
12. Work with other professionals in the community.
13. Coordinate and collaborate with other health agencies.
14. Develop new programs and refine existing ones.
15. Public speaking.
16. Proficient in the use of appropriate computer equipment and software.

Desired Education and/or Experience
1. Must have and maintain a current Colorado nursing license.
2. Prefer BSN.
3. Five years of experience in nursing, two years of which were supervisory, consultative, administrative or teaching recommended.

Special Requirements:

Current licensure to practice as registered nurse in Colorado.

Valid driver's license required.