Nursing Supervisor
$6,993 - $11,468 per month
Open Until Filled, First Review: October 14, 2021

ABOUT THE POSITION
The County of Colusa is recruiting for a Nursing Supervisor to coordinate, direct and supervise operations and personnel within the assigned scope of the Health and Human Services Department Public Health Unit; to develop and implement effective health services programming; to perform a wide variety of complex professional duties in the provision of health services to both individuals and groups.

SALARY
$6,993 - $11,468 per month plus benefits
Candidates may only be placed at hiring within Steps 1-6, $6,993 - $8,958 and after satisfactory performance during a 12-month probationary period, advance to the next step.

THE IDEAL CANDIDATE
Colusa County is seeking an innovative, decisive and strong leader that will stimulate and initiate positive change in the Public Health Unit of the Department of Health & Human Services, and is committed to the mission and strategic goals of the Department and the County Leadership, including the County Administrative Officer and the Board of Supervisors. As the next Nursing Supervisor, the ideal candidate will possess the following attributes:

- Excellent communication and interpersonal skills;
- Strong analytical skills/ability;
- High level of integrity and strong sense of ethics; open and honest in all internal and external relationships;
- Flexible, responsive, organized and results-oriented;
- Highly self-motivated with the ability to motivate and inspire others;
- Accessible, visible, team-oriented, and supportive.

In addition, the County seeks the following:
- Experience in project management and ability to oversee a variety of projects within the Public Health Unit;

COUNTY OF COLUSA
Open to the Public
APPLICATION PROCESS
Applications may be obtained from and returned to:
Human Resources Department
250 5th Street
Colusa, CA 95932
Phone: 530-458-0420

Scanned, completed application packets may be emailed to: ccpersonnel@countyofcolusa.org

Download application: www.countyofcolusa.org

REQUIRED APPLICATION MATERIALS
A complete application packet will include:
- A signed completed standard Colusa County Application REV.111317
- Cover letter summarizing your qualifications
- Copy of applicable license/certificate
- Supplemental questions (attached)

Submitting an incomplete packet may result in the disqualification of your application.

The applications will be used to select the best-qualified applicant to participate in the selection process. A skills examination may be administered to those candidates meeting the minimum qualifications. A qualifications appraisal interview will be used to assess the candidate's knowledge, skills and training experience. The Director of Health & Human Services will make the final selection and appointment.

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Forward-thinking and creative in planning for workforce development including team building and coaching;
Ability to function effectively in a variety of circumstances, including provocative, adversarial, and/or urgent situations;
A leader who supports professional development and fosters a culture of continuous improvement.

MINIMUM REQUIREMENTS
Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Four (4) years licensed professional experience in a public health department including two (2) years supervisory and/or administration experience.
- Bachelor’s Degree in Nursing from a program accredited by the National League for Nursing or equivalent and a California State Public Health Nursing Certificate. Masters Degree in Nursing, Public Health or Public Administration from an accredited program is preferred.
- A valid State of California driver’s license and an acceptable driving record.
- Must be licensed to practice by the California Board of Registered Nurses, remain active with all annual licensing requirements, and maintain a clear criminal record.

Upon hiring, college transcripts verifying degree or equivalency will be required.

RESPONSIBILITIES AND DUTIES

Supports the Deputy Director of Health and Human Services by providing day-to-day programmatic administrative support and supervision of staff. Supports the Deputy Director in managing and directing the daily activities of the Public Health Nursing staff and programs through appropriate delegation, managerial support, and work supervision.

Supports the Deputy Director in developing, evaluating and implementing goals, objectives, policies and procedures; develops standards for program planning, quality assurance and program evaluation.

Supports the Deputy Director in ensuring that activities are in compliance with all policies, program guidelines, public health mandates and goals.

Supports the Deputy Director in planning, prioritizing and assigning tasks and projects; assists in the development of performance standards.

Coordinates and directs public health clinics providing a variety of health services including immunizations, vaccinations, children’s health services, and disease prevention services; coordinates the nursing program with other community agencies, along with all programs that public health assistants support.

Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of changes.

Selects, assigns, trains, and supervises nursing personnel; coordinates and participates in staff meetings; assists nurses with problem cases; reviews cases with staff to clarify policy decisions and medical diagnosis.

Coordinates new student and intern preceptor programs, and professional training and development activities. Develops and implement training programs and components for staff; cross-trains staff to improve skills base and meet goals.

Analyzes trends, and evaluates program requirements and resource utilization; coordinates program planning and service evaluation; identifies resources and coordinates integration of services with other programs, departments and agencies; responds to requests for information.

Provides support, direction and coaching to supervisors and staff in areas of performance management, conflict resolution, and program evaluation.
Provides consultation and training to other organizations in the community on Public Health issues; conducts presentations and training to County staff and general public to introduce and communicate the roles and functions of the Public Health Nursing programs.

Represents the Public Health Department at meetings, community coalitions and collaborative; may serve as an information source and liaison between the Department of Health and Human Services and various state and regional organizations and agencies, and community groups.

Facilitates and guides development of nursing assessment and case management guidelines; reviews and critiques performance and outcome measures; assesses quality and conformance to program standards.

Leads and monitors quality assurance activities to review and approve progress reports required for federal, state and county funded programs.

Meets regularly with staff to solicit input and offer guidance; analyzes and evaluates issues and proposals, develops recommendations, and directs the implementation of solutions.

Maintains expertise in field of service through participation in applicable educational opportunities.

Participates in budget development and monitoring; prepares budget estimates and justification for the nursing programs.

Maintains and enforces all aspects of confidentiality of client information; monitors compliance to the standards of the Privacy Act of 1974, (U.S.C. § 552A) as amended.

Acts as advisor on nursing matters.

Represents the Department of Health and Human Services and Public Health Division on various boards, workgroups, councils, and advisory groups.

Acts as liaison with other County departments and community agencies.

Assists in developing Public Health strategic plans.

Responds to public health emergencies according to best practices.

Prepares comprehensive statistical and fiscal reports; prepares correspondence.

Acts as consultant to outside agencies.

Performs other related duties as assigned.

**BENEFITS**

CalPERS retirement plan, either 3 @ 60 for Classic, or 2 @ 62; Health Reimbursement Arrangement account; deferred compensation plans available with monthly matching employer contributions; paid holiday, vacation, and sick leave; paid health insurance, life insurance, and vision and dental insurance for employee. If employee elects not to enroll in County insurance and can provide proof of other group health insurance coverage, they may be eligible for a $311 monthly cash in-lieu benefit. This position is part of the Colusa County’s Management Unit (CCMC).
SUPPLEMENTAL QUESTIONS

Nursing Supervisor

All candidates are required to complete and return the supplemental questions and answers with their application for this position. We'll keep anything that you share with us confidential. Please feel free to remove names or other details you're not comfortable sharing.

1. Describe your leadership style.

2. If selected as Nursing Supervisor, describe how you plan to establish credibility as an authority on Health and Human Services’ requirements and activities.

3. Describe how you are innovative and results-driven with a proven record of successful leadership.

4. Describe how you have created effective working relationships with individuals and groups, built consensus, teamwork, and created a climate of trust and respect.

5. Describe a significant conflict you have experienced in a leadership role. In your response please include the effects of the conflict on your team, describe how you came up with solutions to resolve the conflict, and what you learned as a result of the conflict.

THIS POSITION IS OPEN UNTIL FILLED, FIRST REVIEW IS OCTOBER 14, 2021 AT 5:00 PM. It is to your advantage to file your application as soon as possible as the recruitment may close at any time following the first review. Resumes are required and may not be substituted for any part of the official application. Application forms must be filled out completely and show clearly that all minimum requirements are met. Faxed applications will not be accepted. Meeting the announced requirements does not guarantee selection in the examination process.

Note: The information contained in this flyer is general in nature and does not constitute an expressed or implied contract. Colusa County does not reimburse applicants for any travel or related expenses incurred in connection with applying for employment. Colusa County participates in E-Verify. To view the Notice of E-Verify Participation and the Right to Work posters, please visit the Employment Opportunities section of the Colusa County website.

Retirees: Colusa County invites all qualified candidates to apply for positions; however pursuant to Government Code Section 21221 (h) and 21224, hiring restrictions may apply to California Public Sector Pension Plan Retirees.

COLUSA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

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