



CLASSIFICATION SPECIFICATION

CLASS NUMBER 70135

NURSE SUPERVISOR

OHIO COUNTY DEPARTMENTS OF JOB AND FAMILY SERVICES

EFFECTIVE

MAY 5, 2002

The duties are arranged in order of importance. However, the specific duties and the frequencies listed may vary across counties depending on such factors as the number of other incumbents within this job classification, related classifications, and/or the size of the CDJFS more generally. Therefore, a Nurse Supervisor may not perform all of the duties listed. However, performance of the first (I) duty a minimum of 20% of the time is mandatory for this classification.



Summary of Essential Duties

The primary purpose of the Nurse Supervisor position is to provide direct supervision and technical assistance to nurses and/or nursing program specialists involved in the development, implementation, and coordination of medical-related programs and/or personnel who perform home health aide duties in delivery of medical services. In addition, the Nurse Supervisor consults with local, state, federal officials, community agencies, and medical providers to coordinate services provided. In some county departments of job and family services, the Nurse Supervisor will also supervise other staff.

Duties

Frequency: 20% +/-3%

- I. Provides direct supervision to Nurses, Nursing Program Specialists and other staff members involved in the development, implementation and coordination of medical-related programs and/or personnel who perform home health aide duties in the delivery of medical services
 - A. Determines need for new staff members.
 - B. Interviews applicants and makes recommendations for the hiring of new employees; initiates actions for the termination of employees.
 - C. Disciplines subordinates when necessary.
 - D. Reviews, approves, or denies employee requests for leave.
 - E. Completes performance evaluations of subordinates' work.
 - F. Meets with subordinates regarding any grievances.
 - G. Trains new and current employees.
 - H. Assigns and reviews work of subordinates.

Frequency: 70% +/- 3%

- II. Provides technical assistance to staff in the development, implementation, and coordination of medical-related programs and in the delivery of medical services. Consults with local, state, federal officials, community agencies, and medical providers on medical-related programs and services provided to the public.

Frequency: 10% +/- 3%

- III. Attends training sessions, meetings, conferences, workshops, and seminars. Prepares and/or gives speeches to community groups to promote programs and services developed.



**KSA'S FOR THE
JOB CLASSIFICATION OF
NURSE SUPERVISOR**

DUTY	KNOWLEDGE	SKILLS	ABILITIES
I.	Workforce planning; Employee training & development; Supervision; First aid, CPR & other safety practices related to direct/nursing care; Human relations; Agency direct care & training policies/procedures;* Counseling; Interviewing.	Registered nursing practices & procedures.	Interpret extensive variety of technical materials in books, journals, and manuals; Calculate fractions, decimals & percentages; Use proper research methods in gathering data; Gather, collate and classify information about data, people or things; Establish friendly atmosphere as supervisor of work unit.
II.	Workforce planning; Employee training & development; Supervision; First aid, CPR & other safety practices related to direct/nursing care; Human relations; Agency direct care & training policies/procedures;*	Registered nursing practices & procedures.	Interpret extensive variety of technical materials in books, journals, and manuals; Calculate fractions, decimals & percentages; Use proper research methods in gathering data; Gather, collate and classify information about data, people or things; Establish friendly atmosphere as supervisor of work unit.
III.	Human relations.		Prepare and deliver speeches before specialized audiences and general public.



Minimum Qualifications

- Current licensure as registered professional nurse in State of Ohio issued by Board of Nursing per Section 4723.03 of Revised Code, one course or six months experience in workforce planning, one course or six months experience in employee training and development, and one course or six months experience in supervision.

-Or 6 months experience as Nursing Program Specialist, 70132.

Or education, training and/or experience in an amount equal to the Minimum Qualifications stated above may be substituted for all except for the licensure required.

Unusual Working Conditions/Hazards

Responsibility for physical safety is two-fold in this position. First, the Nurse Supervisor must protect the safety of subordinates by ensuring that they are following safety procedures when providing care to clients (for example, wearing rubber gloves). In addition, the incumbent supervises employees who physically handle elderly clients. These employees must follow certain procedures which ensure the safety of the elderly clients (for example, putting up bed rails and assisting with bed pans). Additionally, the position involves moderate risks or discomforts that require special safety precautions and require protective clothing and/or gear (e.g., gloves, masks). That is, the job involves exposure to contagious diseases.

Requires travel.